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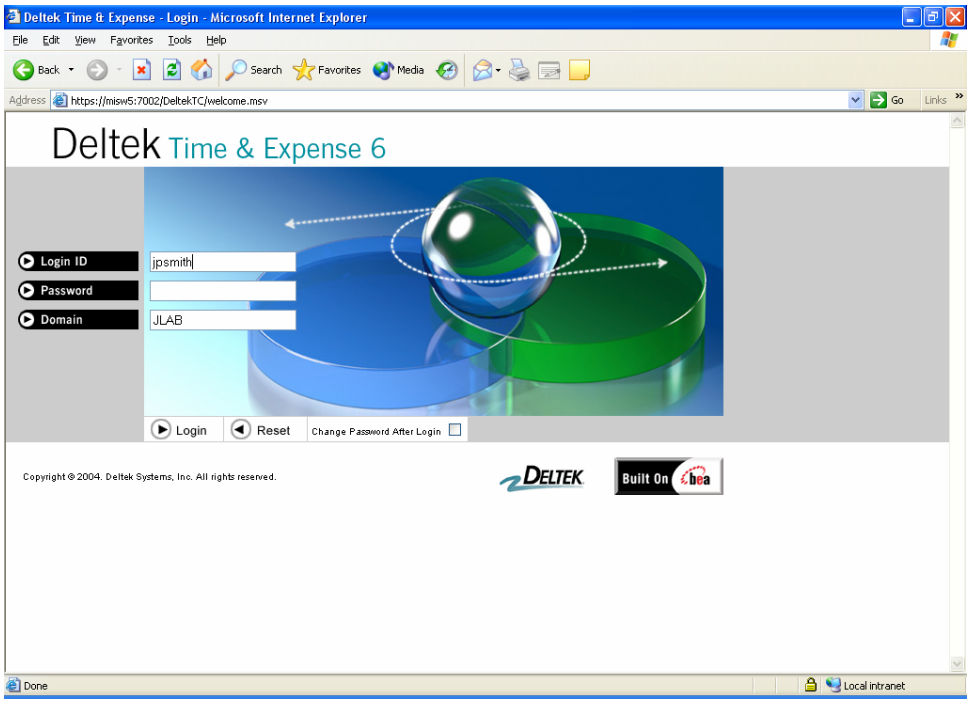
Logging in

Login information:

- **URL**: **https://misw5:7002/DeltekTC/welcome.msv** (don't forget to add this to your favorites)
- Or type **misportal/time** in your browser address window from the JLab intranet
- **Login ID:** JLab User Name
- **Password:** JLab User Password
- **Domain:** JLAB **(ALL CAPS)**
- Login ID and Domain will default in after your first successful login

Login screen

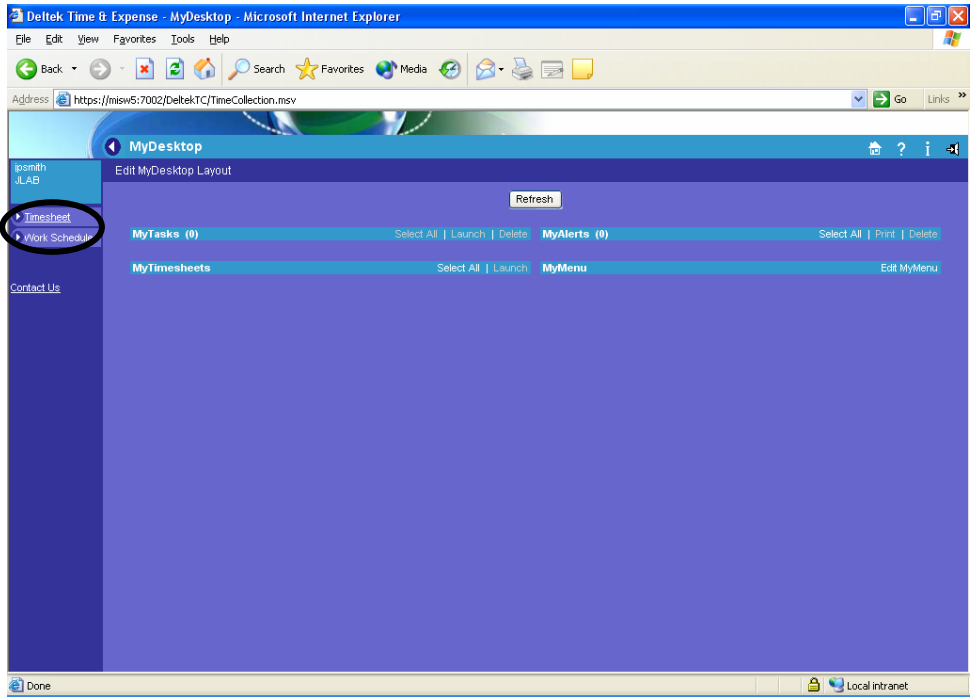


- Currently, you are allowed five invalid login attempts. After that, wait ten minutes and try again. If you still cannot connect to the program, contact us at timesheet@jlab.org.

Timesheet Entry

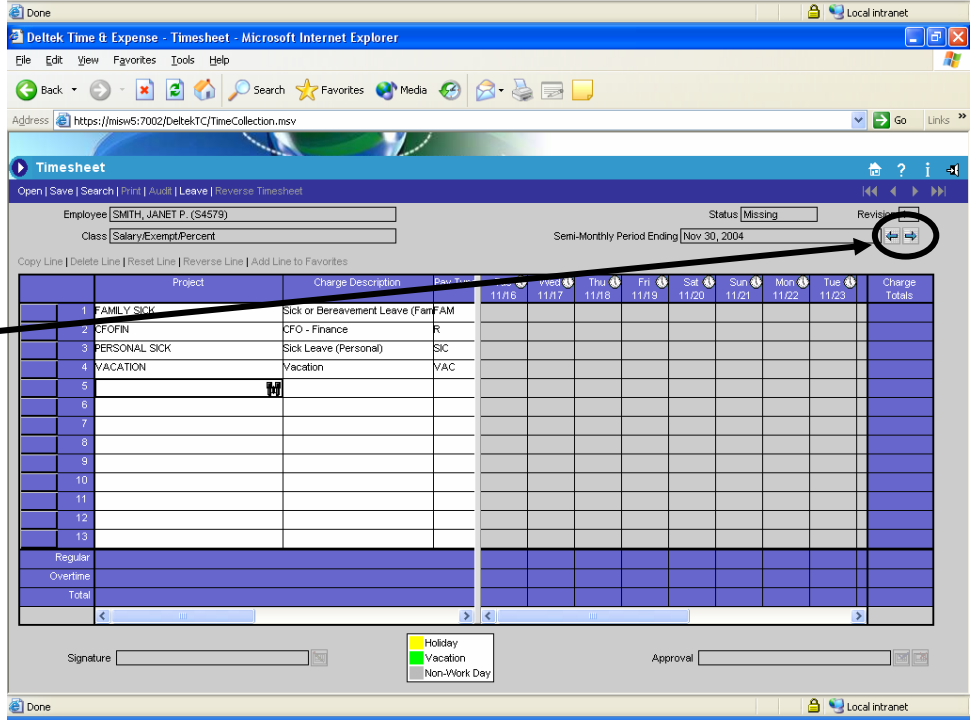
Getting Started

To access your timesheet for the first time, click on the Timesheet Link in the menu on the left-hand side of the screen



Each current employee's timesheet will be populated with projects from the old etr system

To go back and forward from one timesheet period to another, click on the blue arrows to the right of the timesheet date

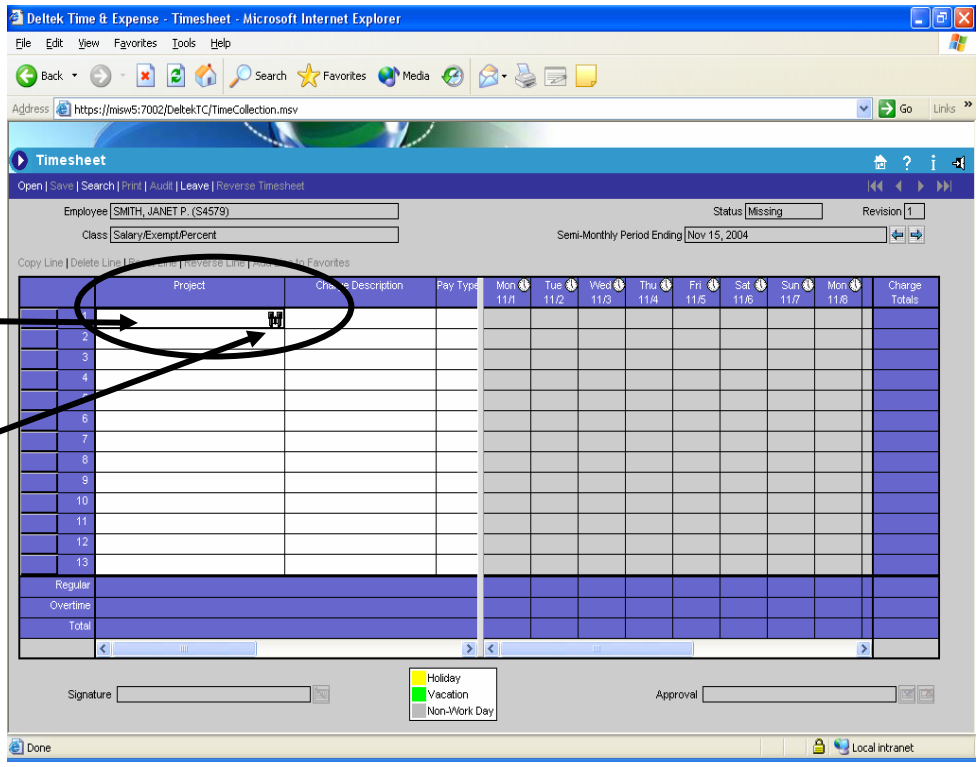


Project Entry

If you need to add a new project to your timesheet, you can either

Type the project abbreviation in the Project column, or

If the abbreviation is not known, click on the binoculars to look up the appropriate project

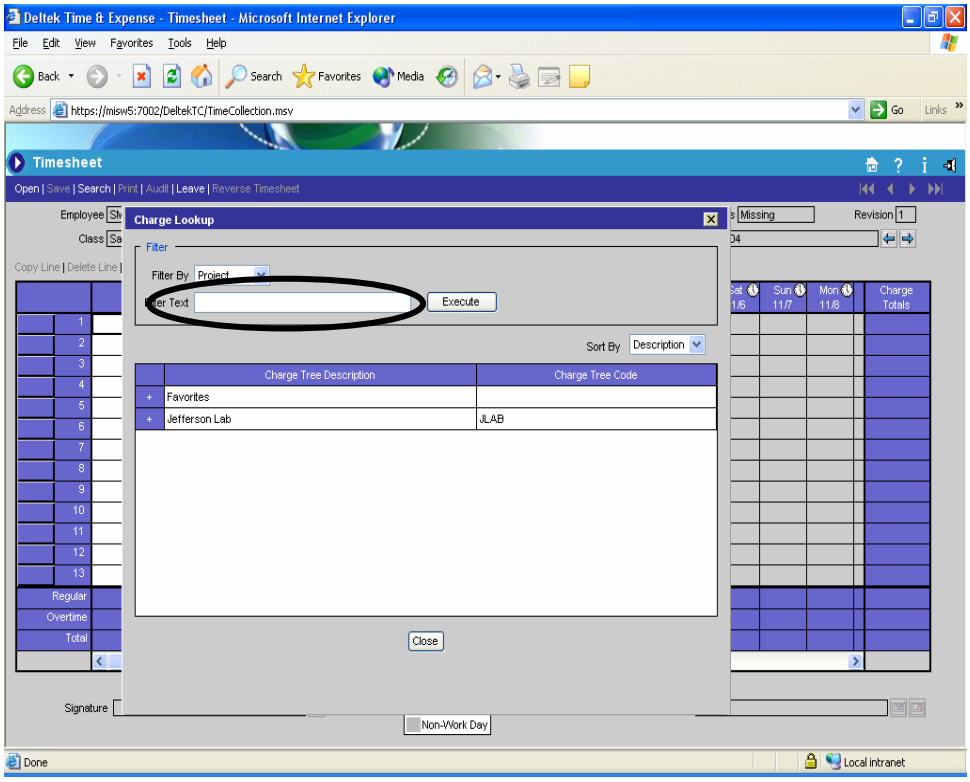


If you look it up, the Charge Lookup window appears

- There are two methods that may be used to look up a project in the Charge Lookup window – Filter Text and Drill Down

Filter Text Option

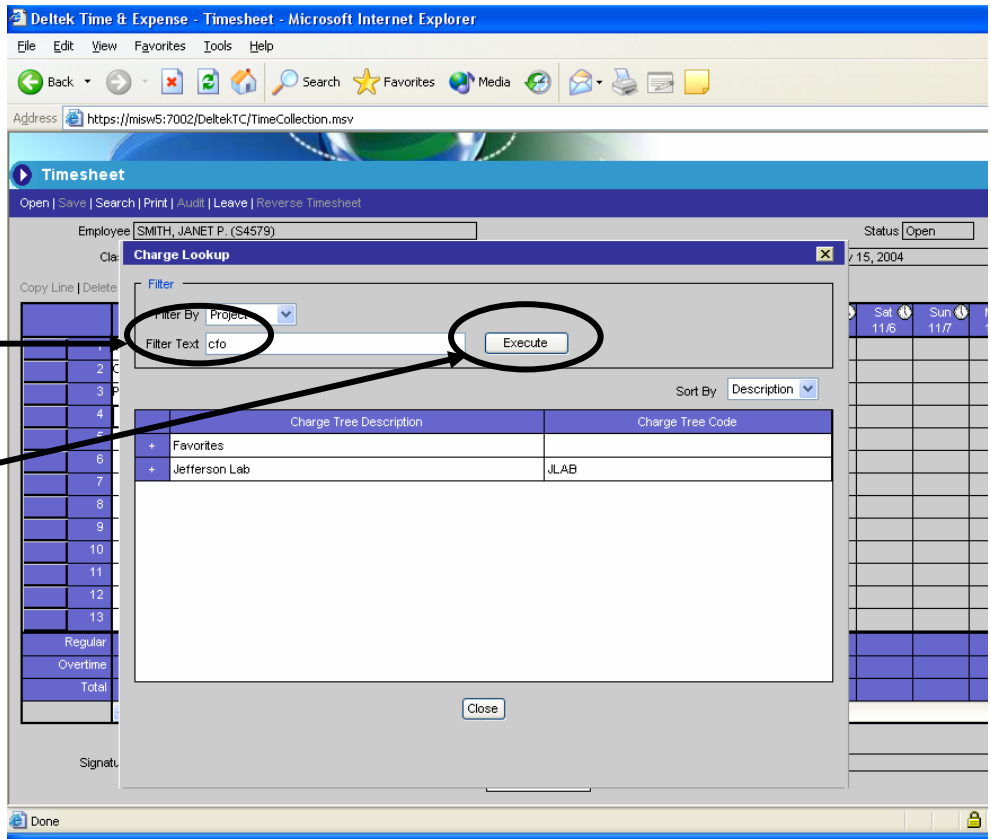
You can choose what you want to filter by and type in filter text if you know some portion of what you're looking for, i.e. the project abbrev starts with CFO, so you type CFO in the Filter Text and press Execute



Charge Lookup (Filter Text Option)

Key in a portion of the project abbrev. that you want to look up

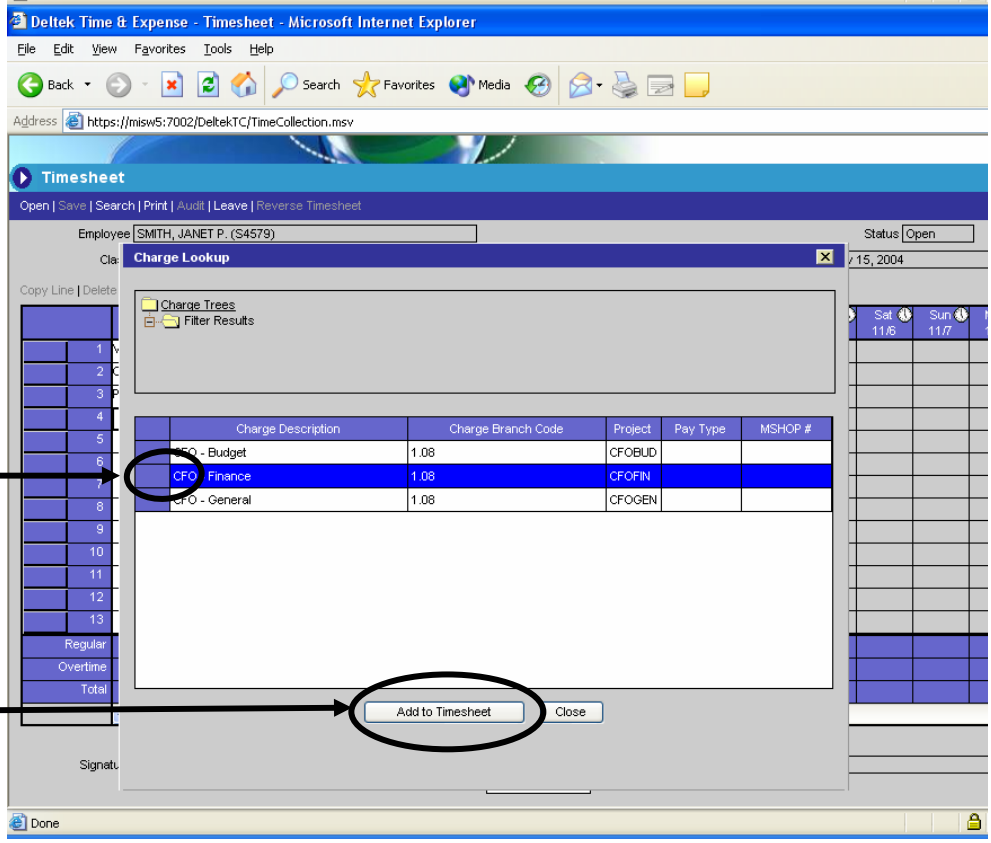
Press Execute



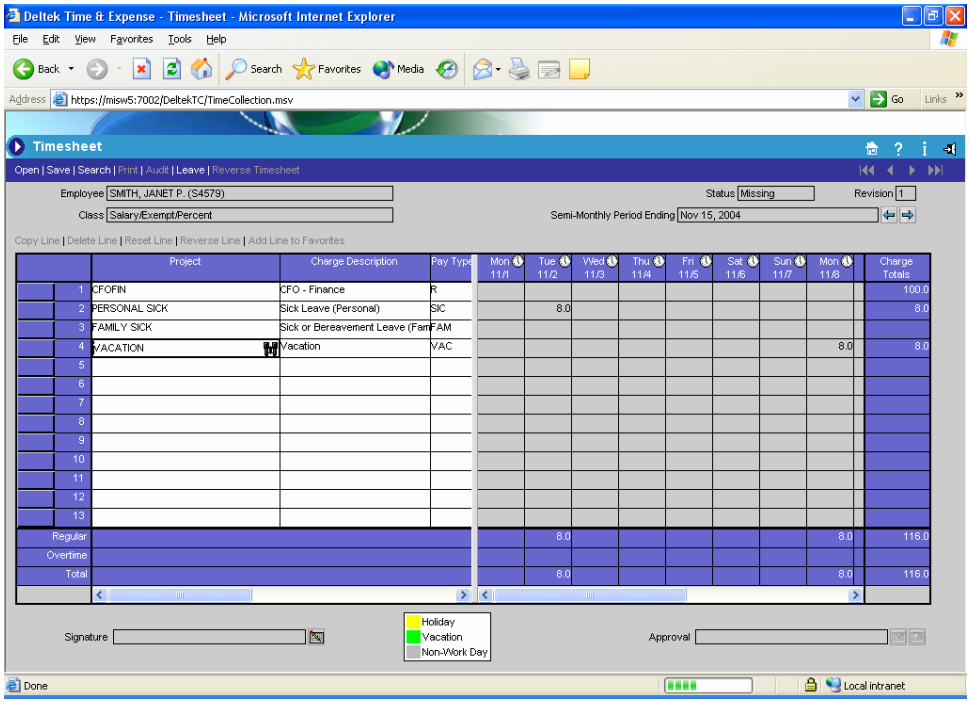
Charge Lookup filter text results

Click on the blue box in the left-most column to highlight the line that has the appropriate charge description

Click on the Add to Timesheet button (this button will become active

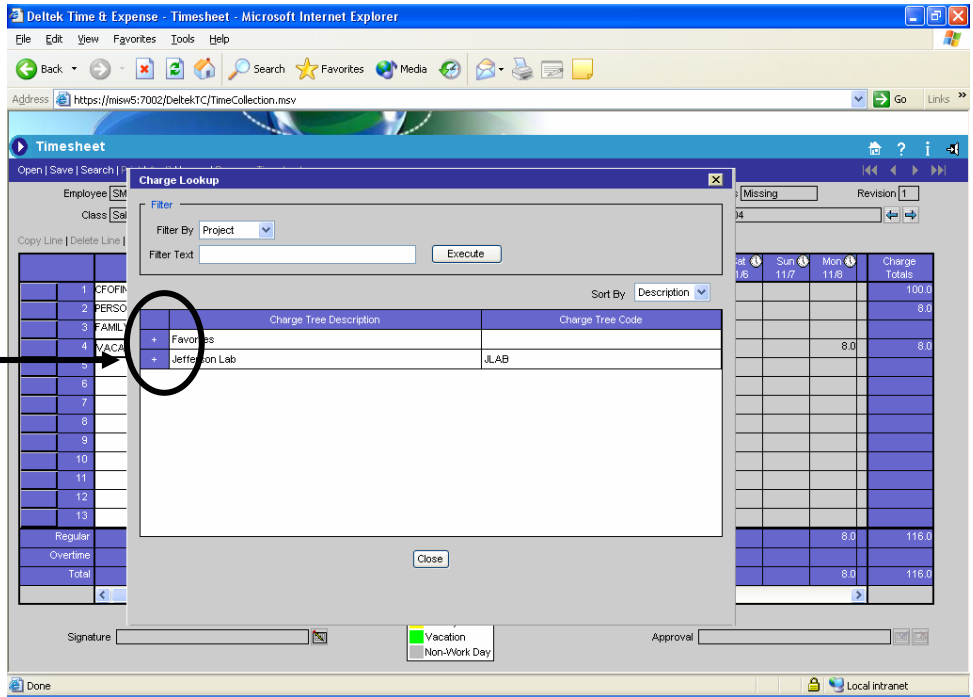


Timesheet with lines filled in

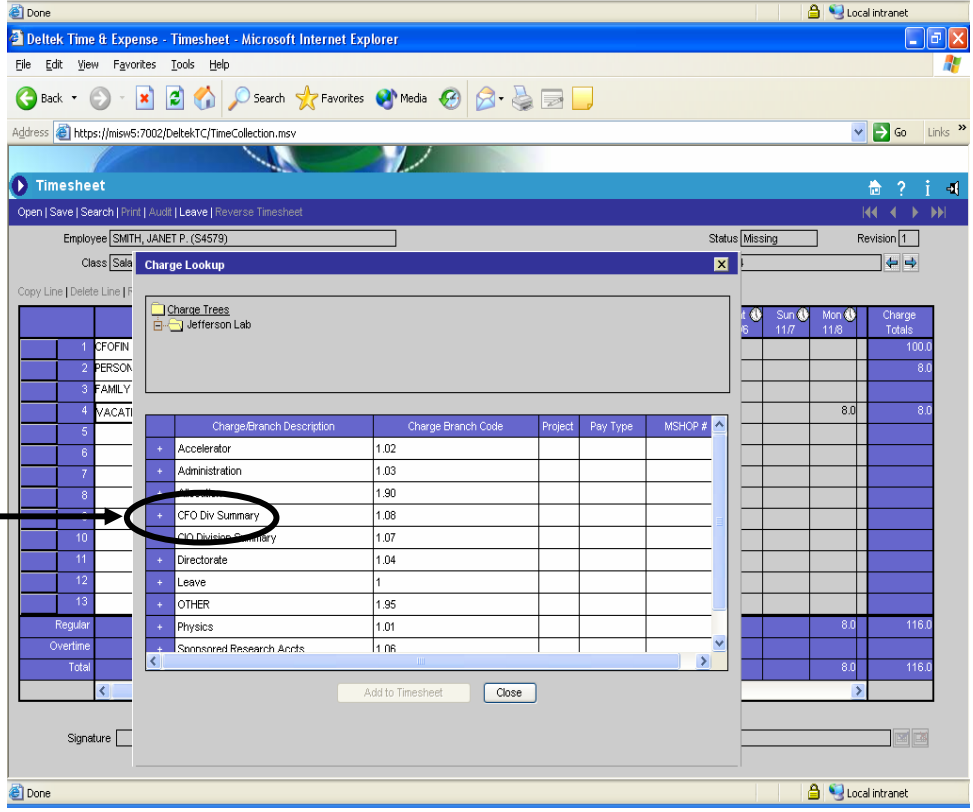


Drill Down Option

To use the drill down option, click the plus sign beside the appropriate category



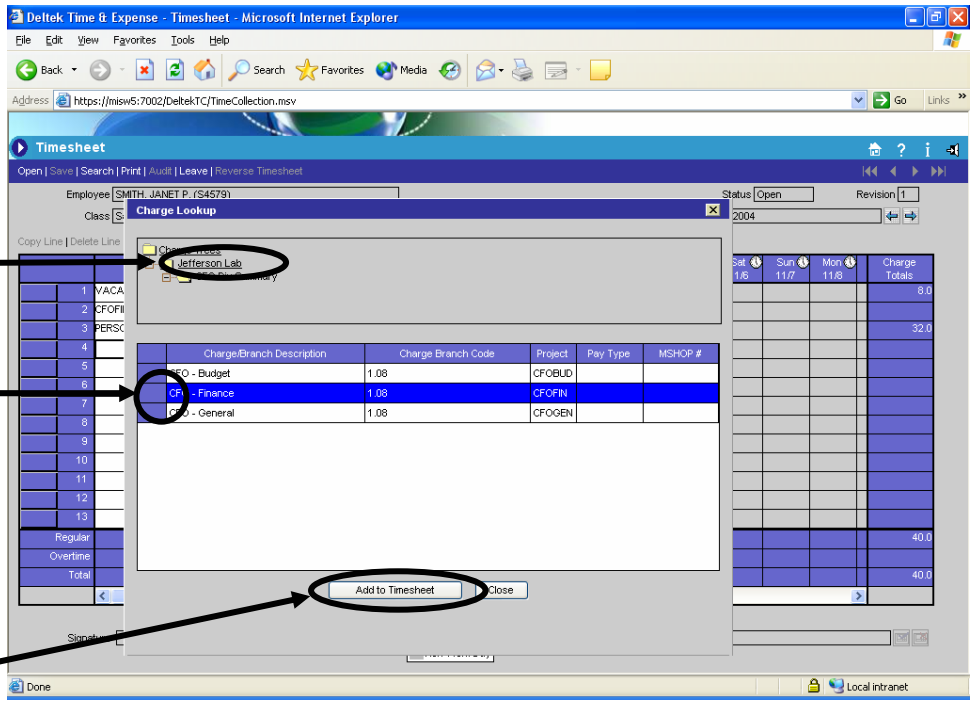
Keep clicking on the plus sign beside the appropriate category until you get to the charge you are looking for



Note: To go back up the charge tree click on the link that you want to return to (Not the minus sign or the folder)

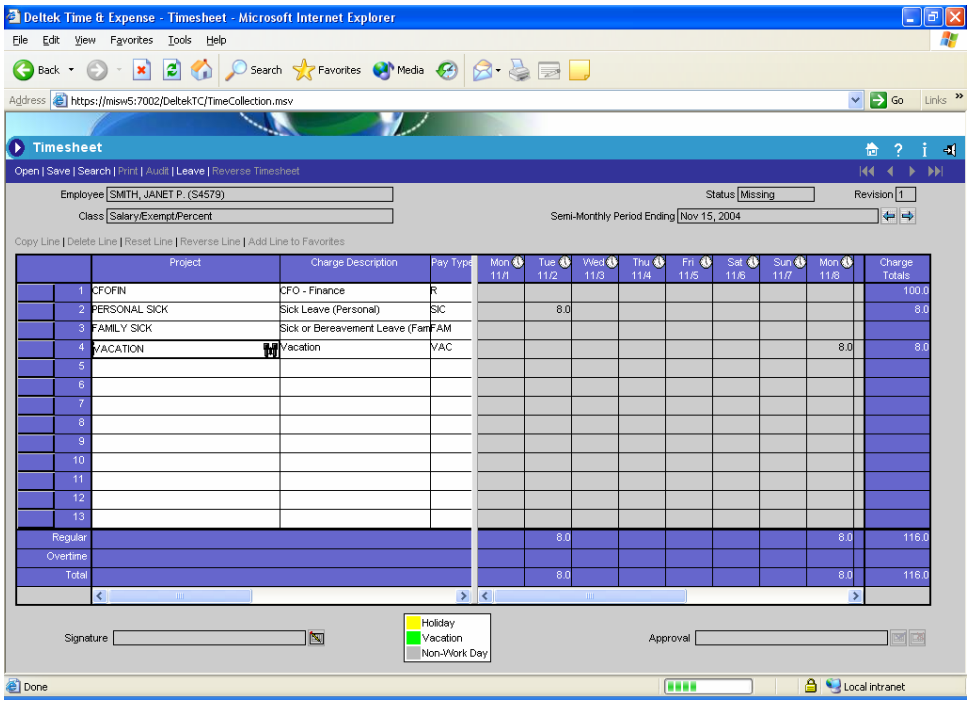
Click in the blue box in the left-most column to highlight the line that has the appropriate charge description

Click on the Add to Timesheet button



- Note: The projects are not in alphabetical order by abbreviation, but by project name.

Timesheet with lines filled in



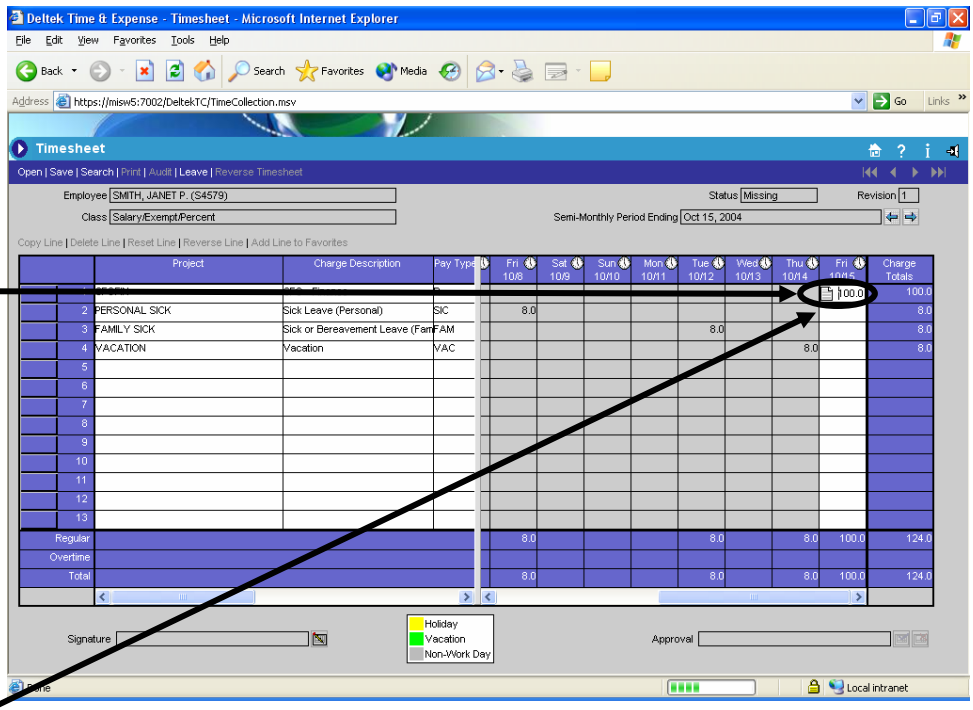
Exempts Recording Time with Percentages

Record all leave taken by day

Record the percentage of hours worked for each project on your last day worked for the timesheet period. This will normally be the day with white cells unless you charged leave for the remainder of the period.

Note: The total percentage must equal 100.

If you need to add cell notes, click on the appropriate notes icon

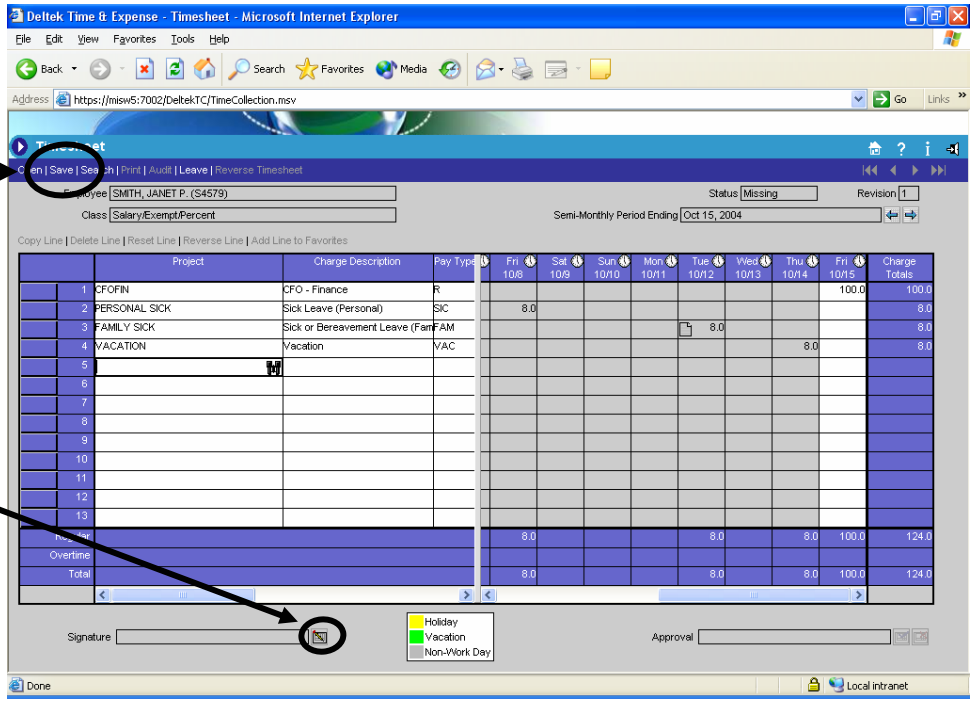


- Continue adding lines until the timesheet is complete
- The Machine Shop # column is valid only for Machine Shop charges

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

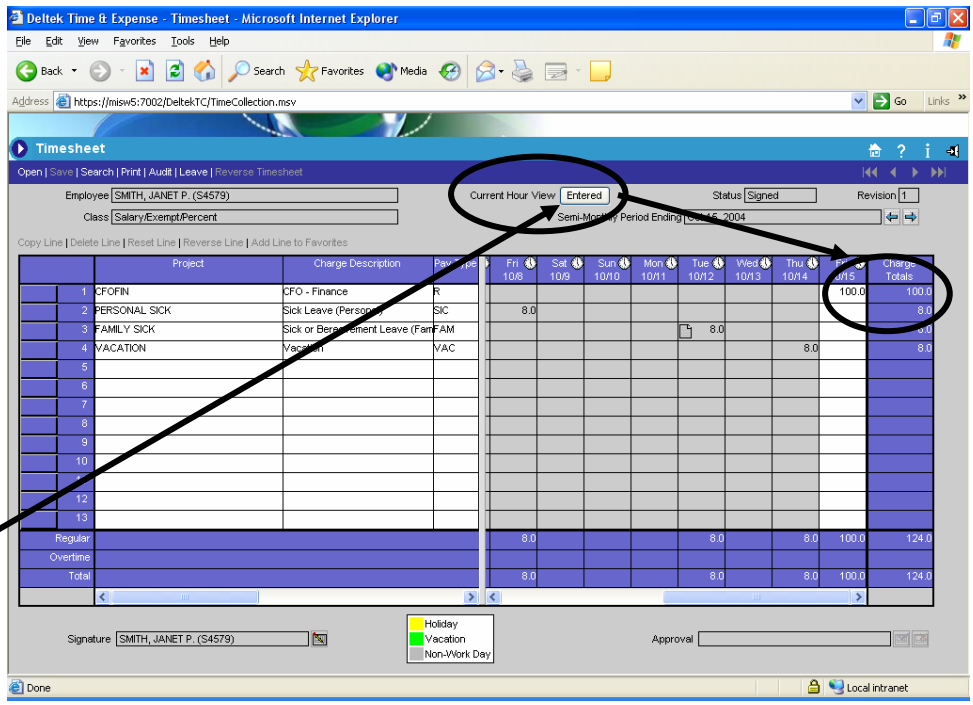
At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your system password;

Otherwise, revise your timesheet, then save and click sign again.

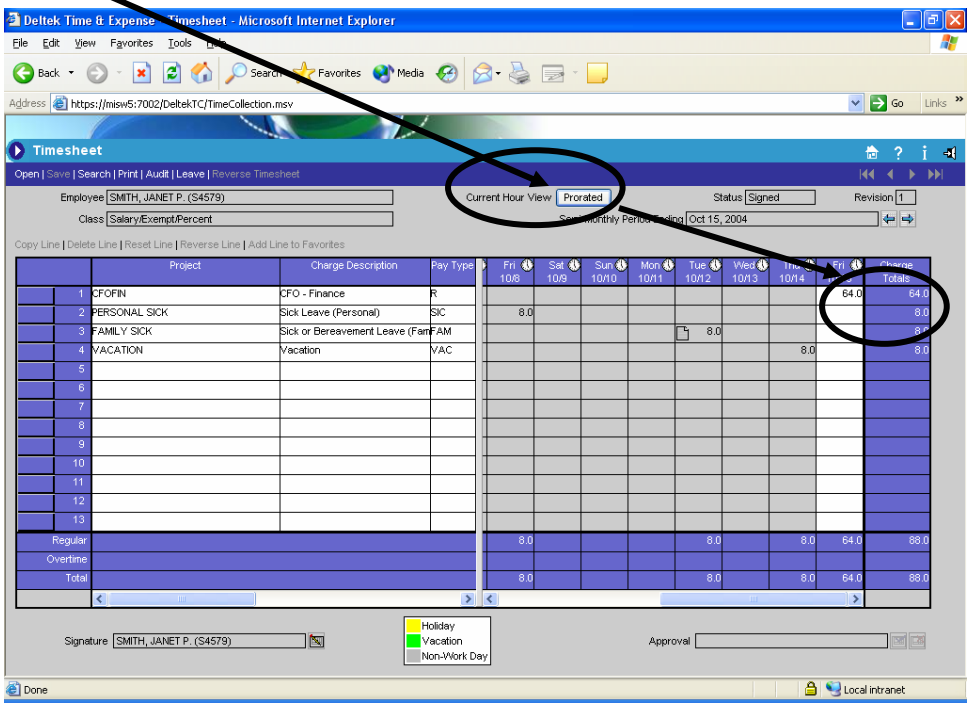


- The system will not let you save your timesheet early unless you have non-work hours charged for the remainder of the timesheet period.

After the timesheet is signed, you can click on the Current Hour View button to see Entered or Prorated Hours for the timesheet period



- Entered view shows the actual time entered in blue column on right-hand side of timesheet



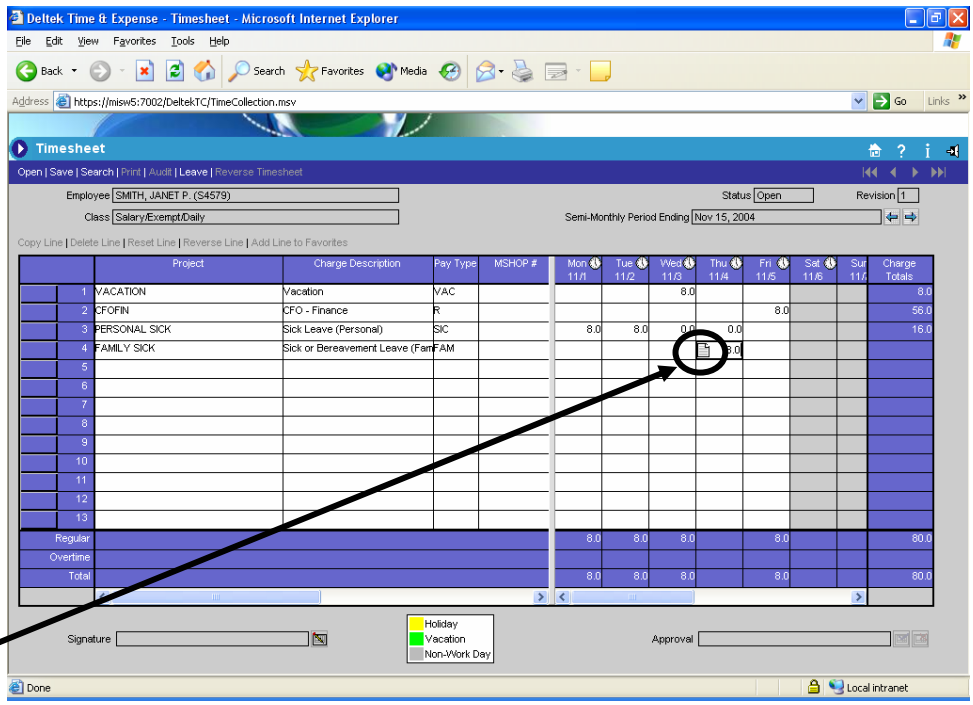
- Prorated view shows the hours charged to each project based on the percentages entered in the blue column on right-hand side of timesheet

Exempts Recording Daily Hours

Enter the appropriate number of hours each day for each applicable project

Note: The MSHOP# column is valid only for Machine Shop charges

If you need to add cell notes, click on the appropriate notes icon

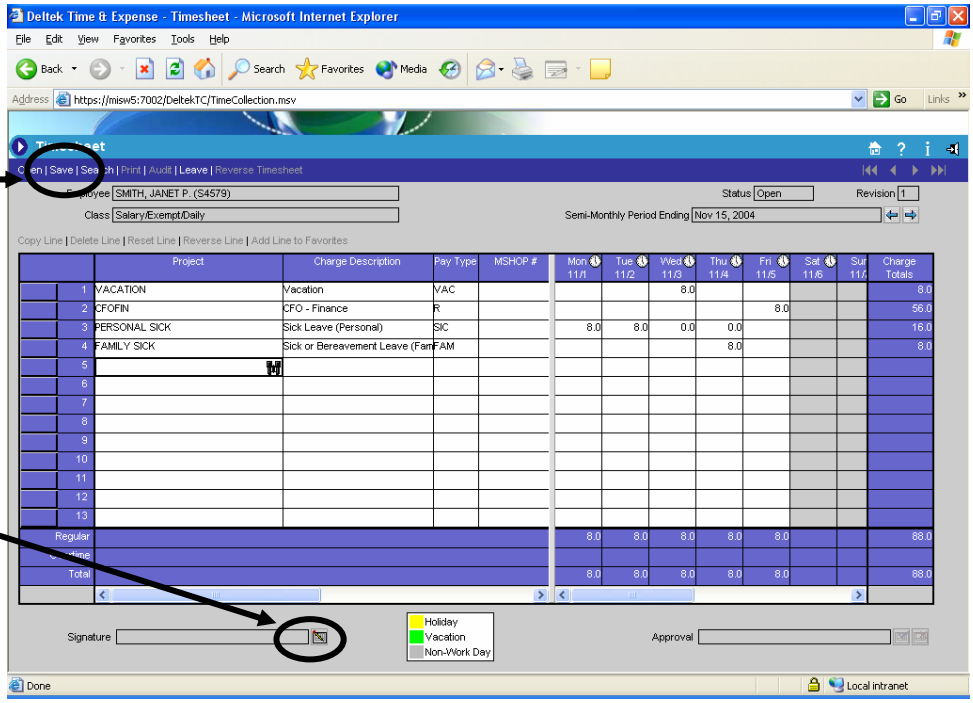


- Continue adding lines until the timesheet is complete

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and click sign again.



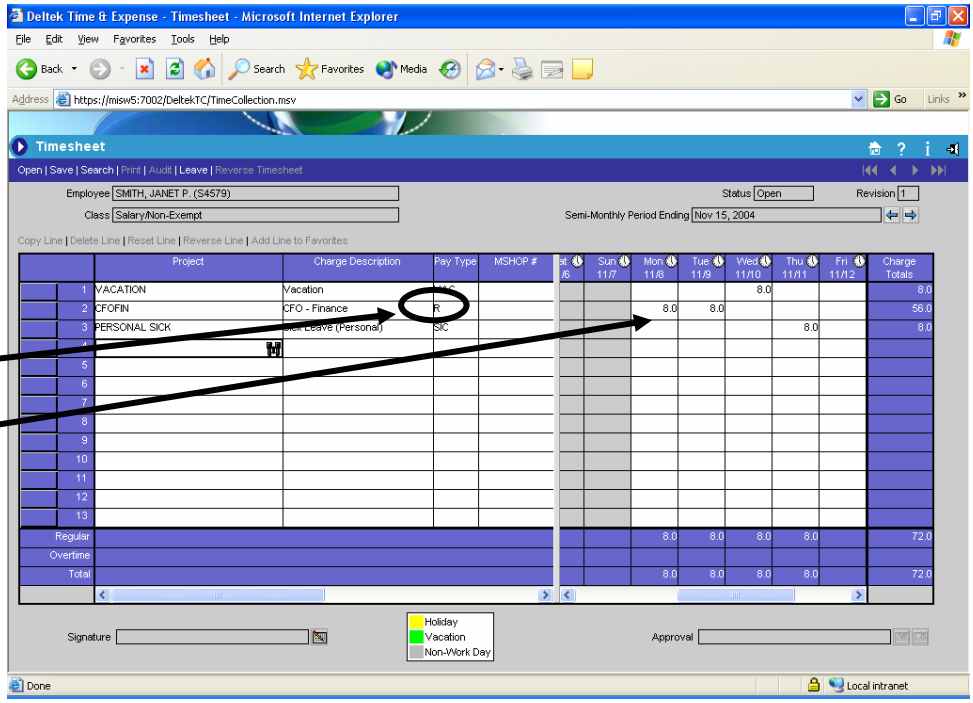
- The system will not let you save your timesheet early unless you have non-work hours charged for the remainder of the timesheet period.

Regular Non-Exempts

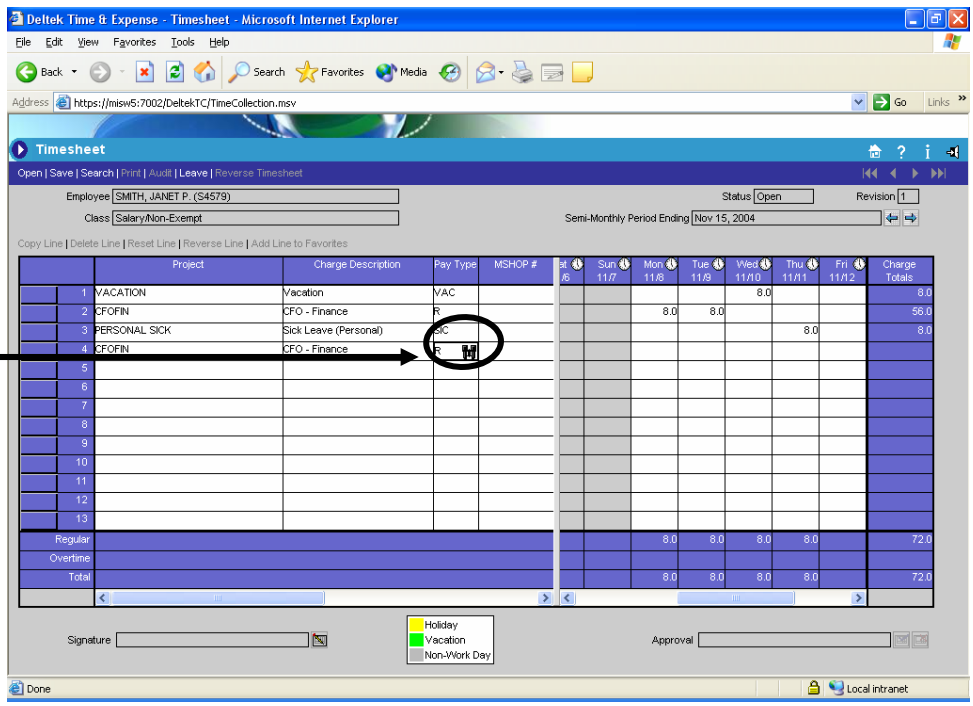
Regular Hours
For each applicable work project, verify that a "R" is in the Pay Type column

Tab over to the hours and enter the appropriate # of hours for each day

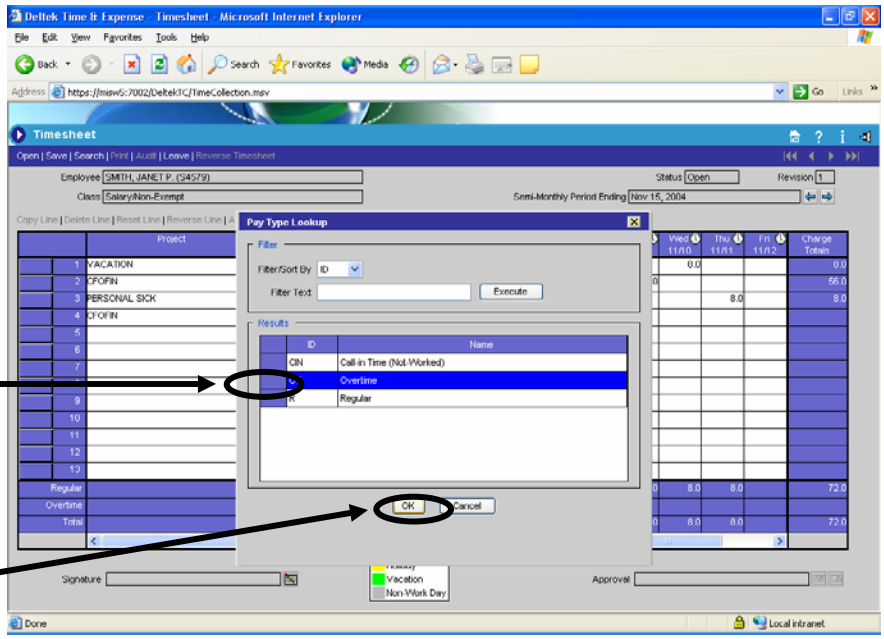
Note: The MSHOP# column is valid only for Machine Shop charges



Overtime Hours
For each applicable project on which you worked hours over your normally scheduled hours, either look up and select the "OT" pay type by clicking on the binoculars in the Pay Type column or enter an "OT" in the Pay Type column

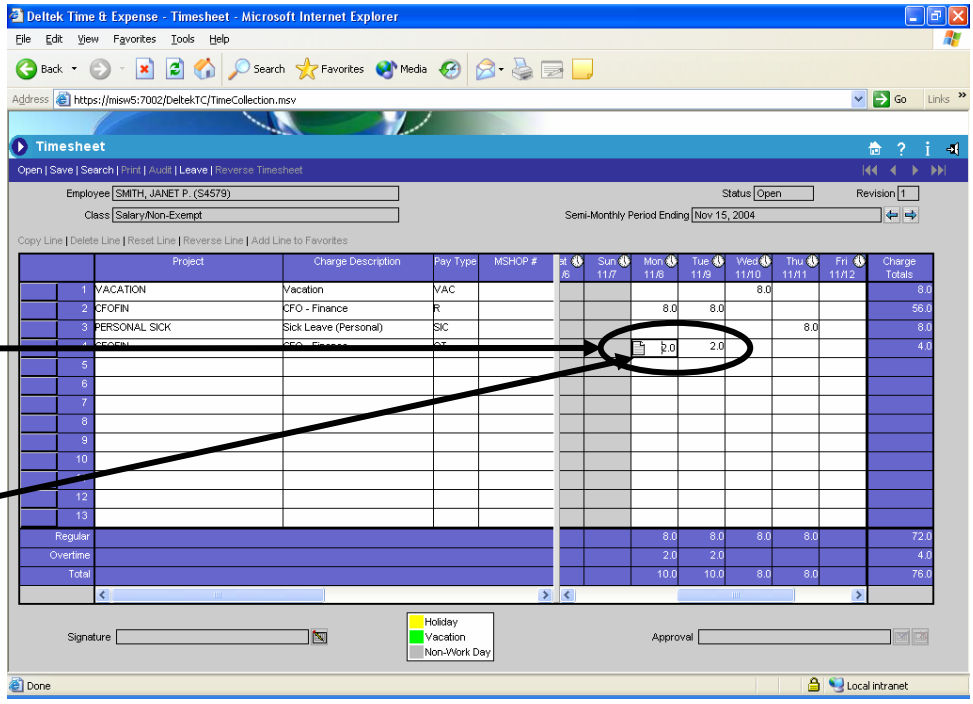


Pay Type Lookup Screen



Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

Click on OK



Tab over to the white work day columns and enter the appropriate # of OT hours for each day

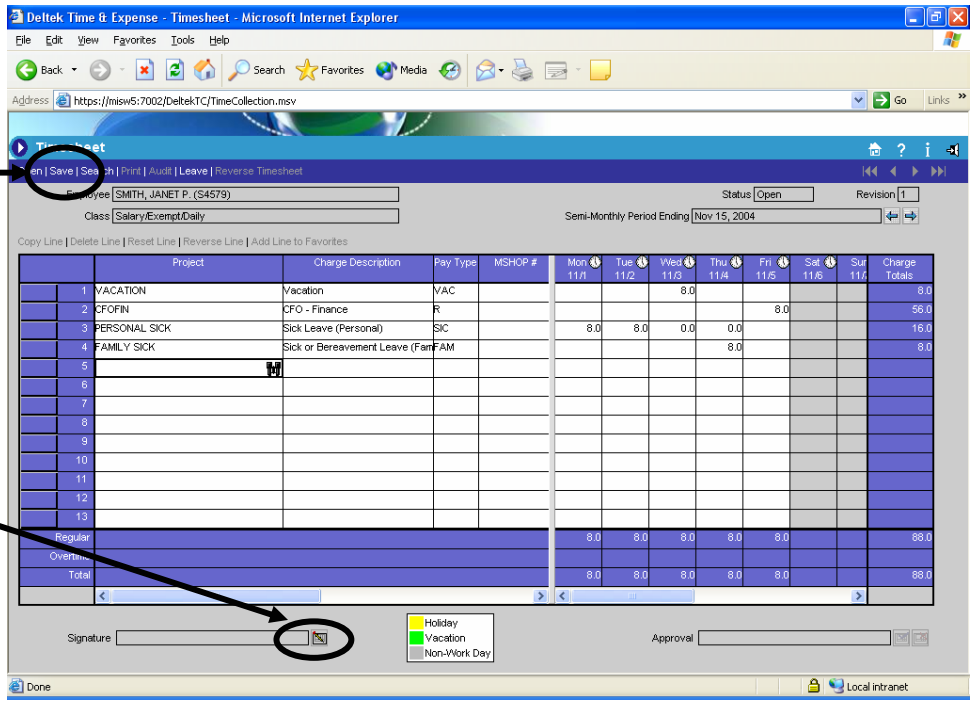
If you need to add cell notes, click on the appropriate notes icon

- Continue adding lines until the timesheet is complete.

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

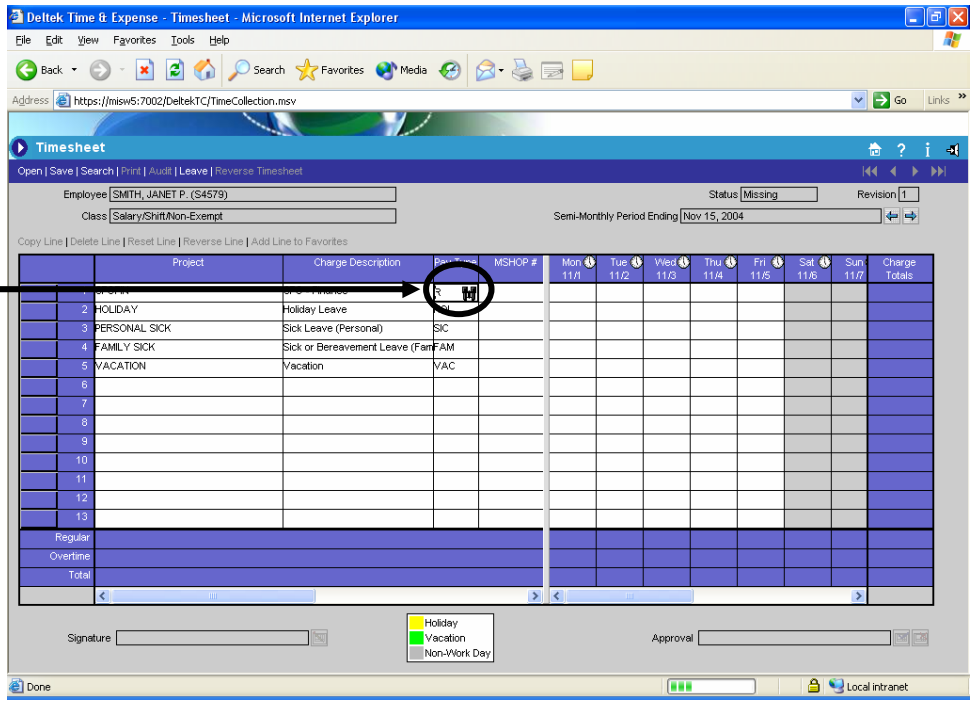
Otherwise, revise your timesheet, then save and click sign again.



- The system will not let you save your timesheet early unless you have non-work hours charged for the remainder of the timesheet period.

Non-Exempt Shift Workers

Regular Hours
For each applicable work project, click on the binoculars in the Pay Type column to select the appropriate pay type

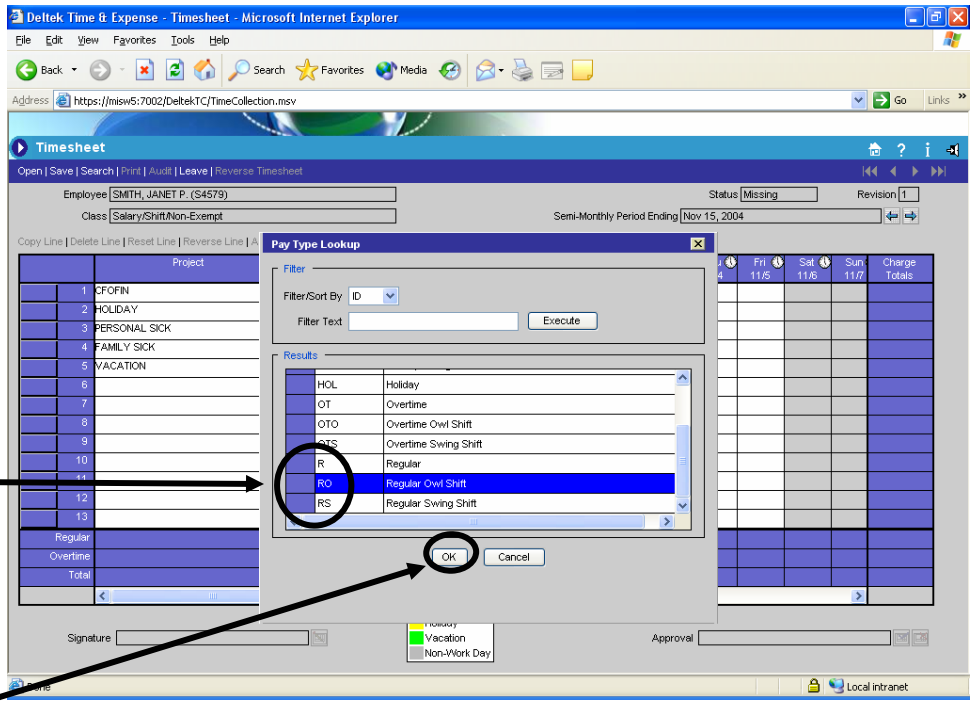


Pay Type Lookup Screen

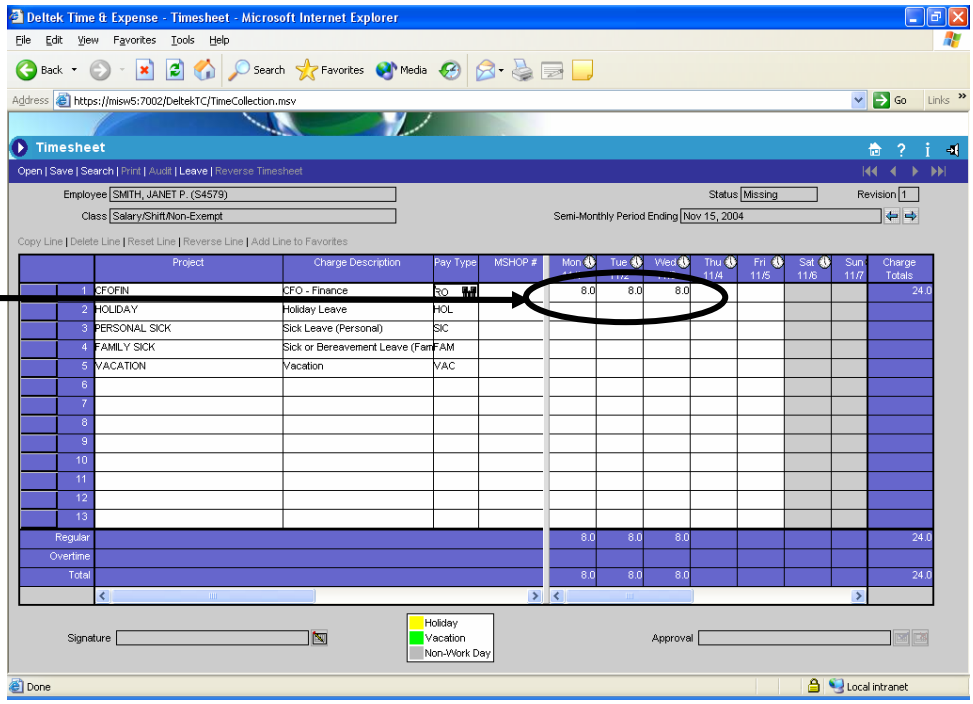
Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

R – regular hours
RS – regular swing
RO – regular owl

Click on OK

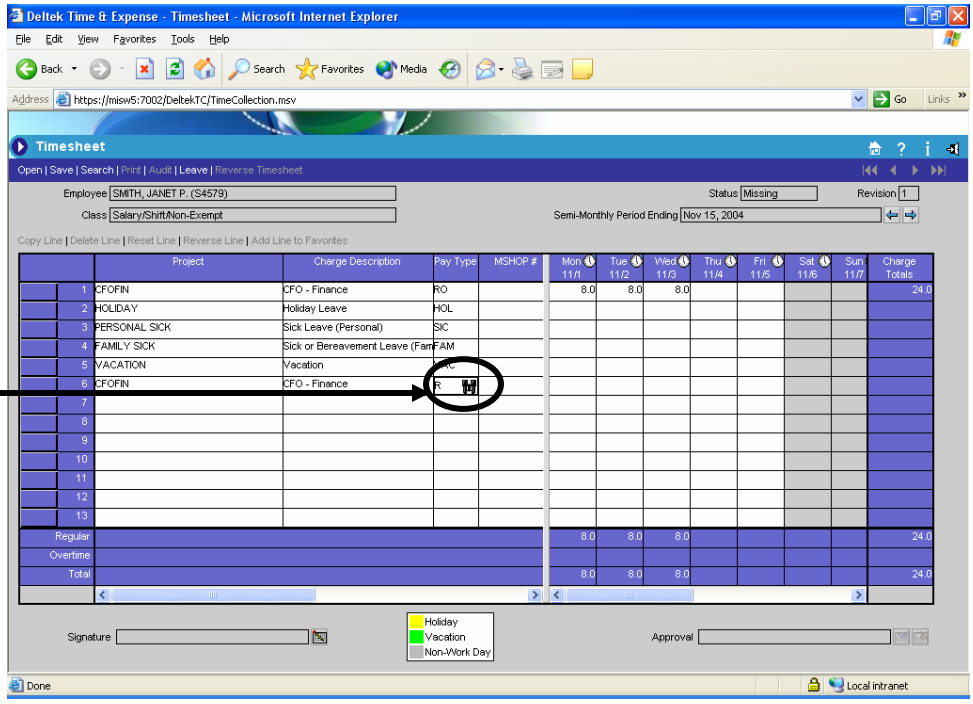


Tab over to the white work day columns and enter the appropriate # of regular hours for each day



Overtime Hours

For each applicable work project on which you worked hours over your normally scheduled hours, click on the binoculars in the Pay Type column to select the appropriate pay type

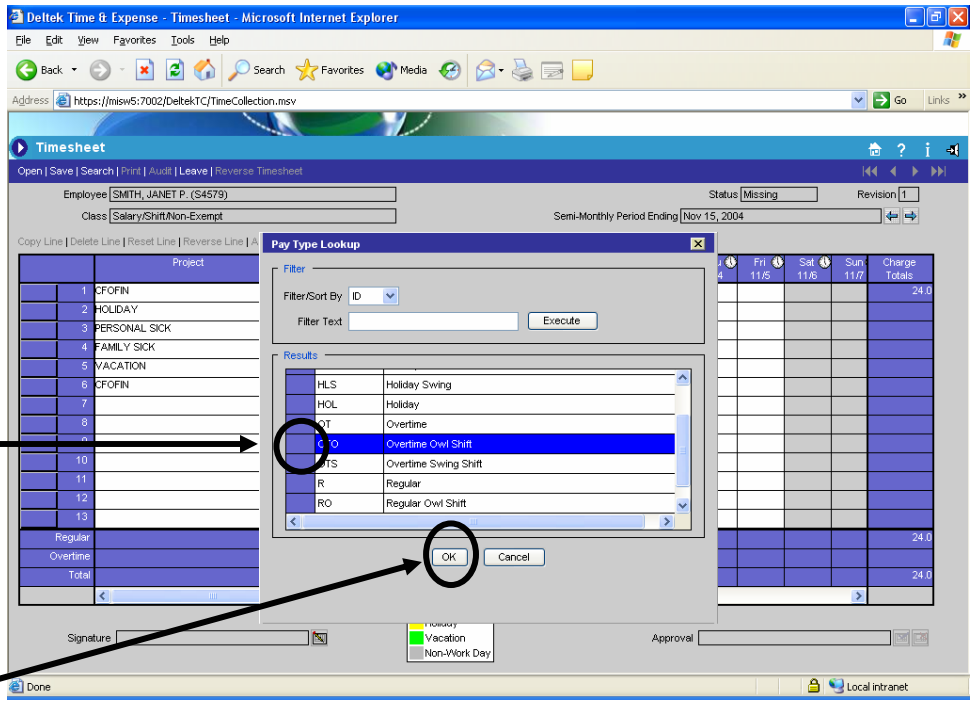


Pay Type Lookup Screen

Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

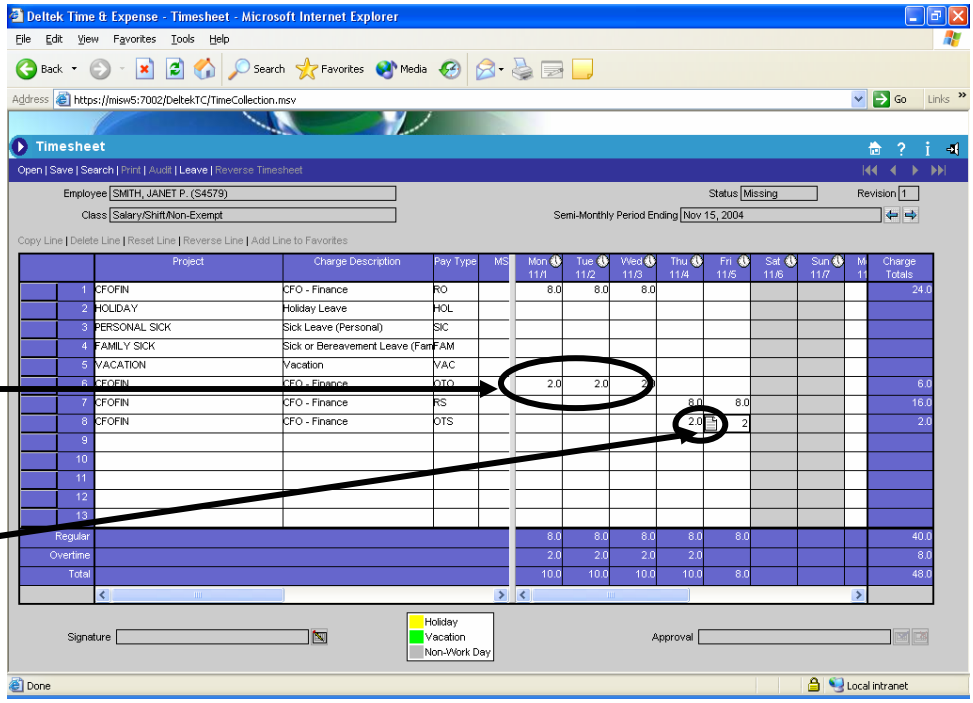
OT - Overtime
OTS - OT Swing
OTO - OT Owl

Click on OK



Tab over to the white work day columns and enter the appropriate # of OT hours for each day

If you need to add cell notes, click on the appropriate notes icon



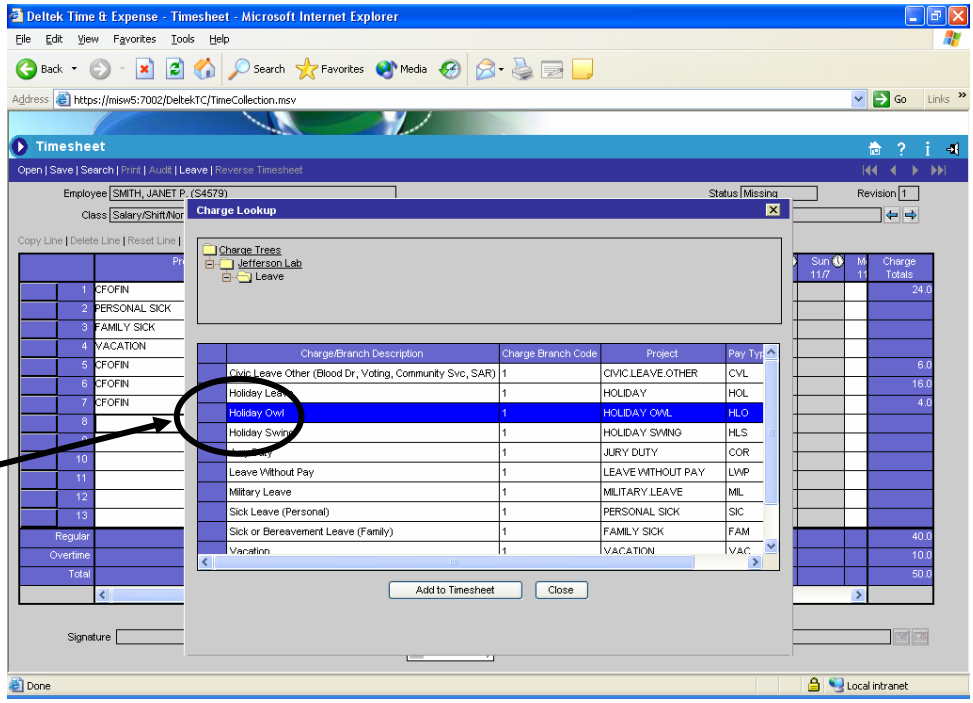
- Note: The MSHOP# column is valid only for Machine Shop charges

For Holiday Hours, click on the binoculars in the project field to lookup the appropriate holiday charge

Charge Lookup Screen

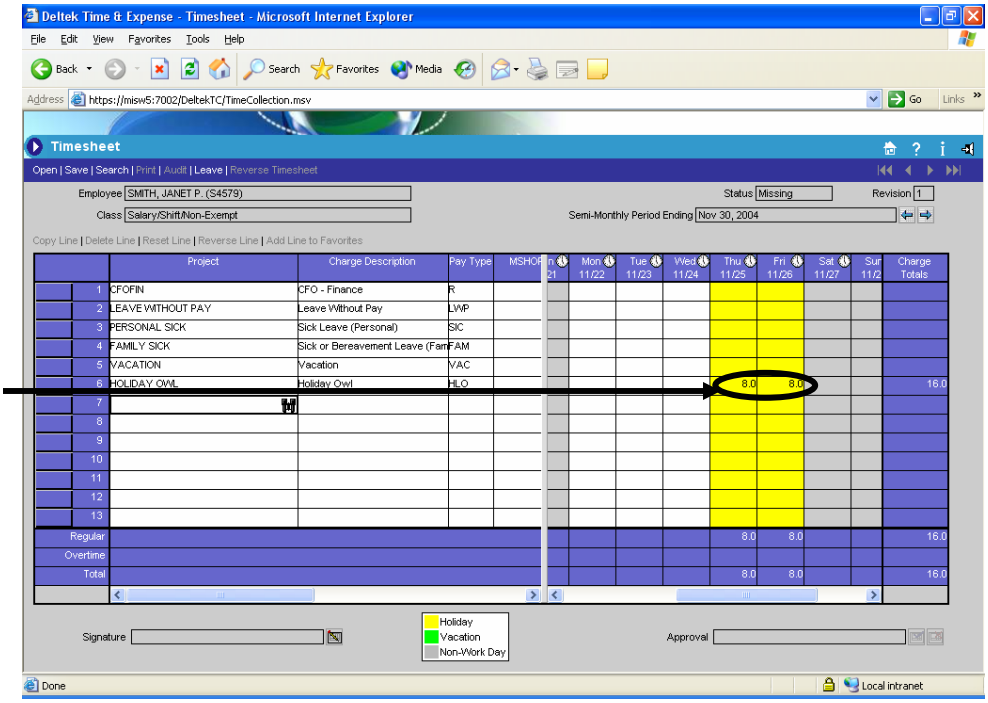
Click on the left-most column to highlight the line that has the appropriate pay type

HOL - normal holiday
HLS - swing holiday
HLO - owl holiday



Tab over to the appropriate day and enter non-work holiday hours

Note: The holiday will be highlighted in yellow

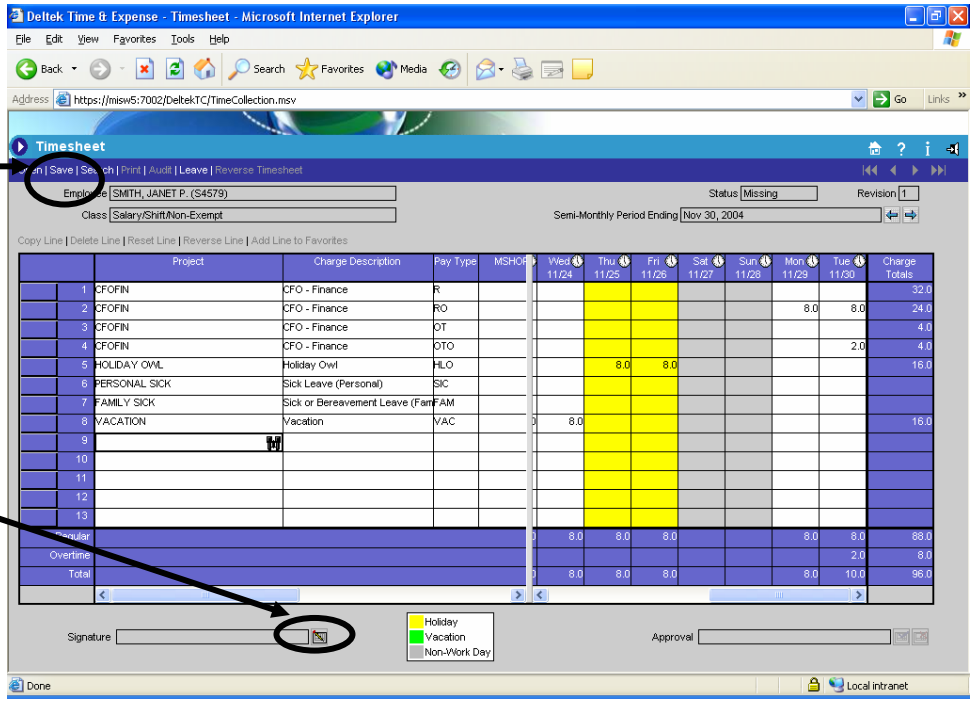


- Continue adding lines until the timesheet is complete

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your system password;

Otherwise, revise your timesheet, then save and click sign again.



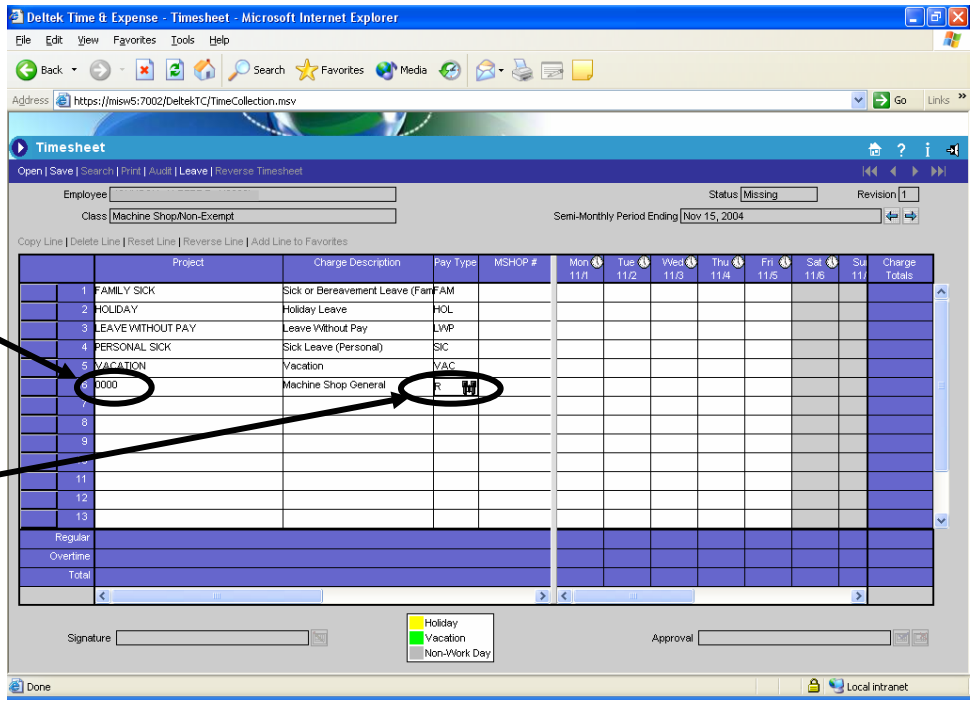
- The system will not let you save your timesheet unless you have non-work hours charged for the remainder of the timesheet period.

Machine Shop Non-Exempts

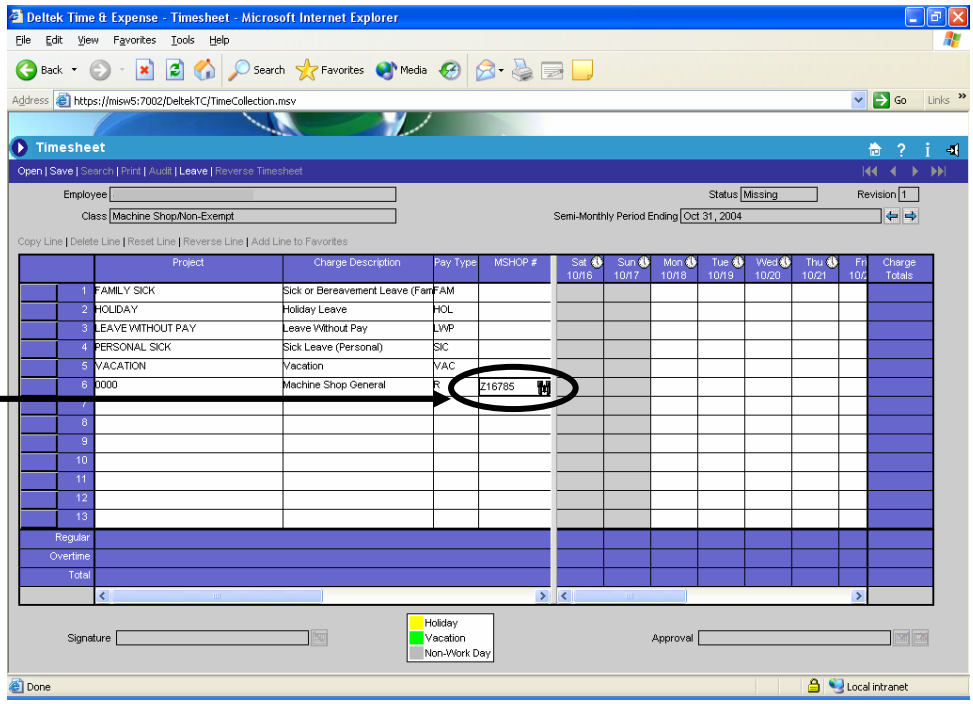
Regular Hours

In the project field, either enter "0000" or look it up using the charge lookup option

Verify that an "R" defaulted in the Pay Type column. If not, type it in



Tab to the MSHOP# column and enter the appropriate Z-number, or click the binoculars in the MSHOP# column to look it up

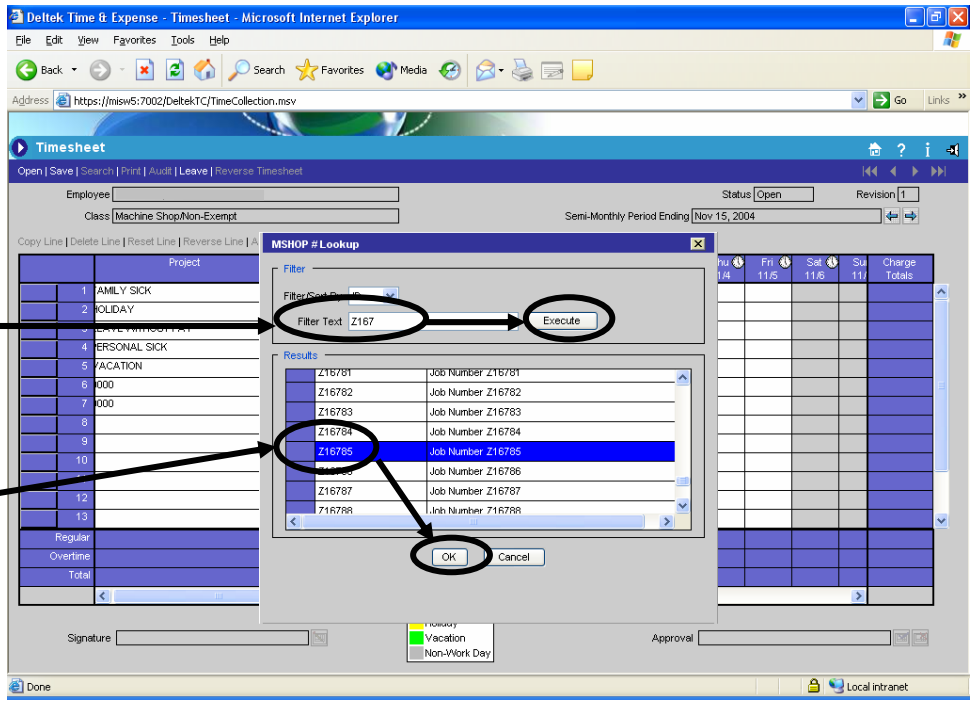


MSHOP # Lookup screen

To search for the Z Job Number, you can

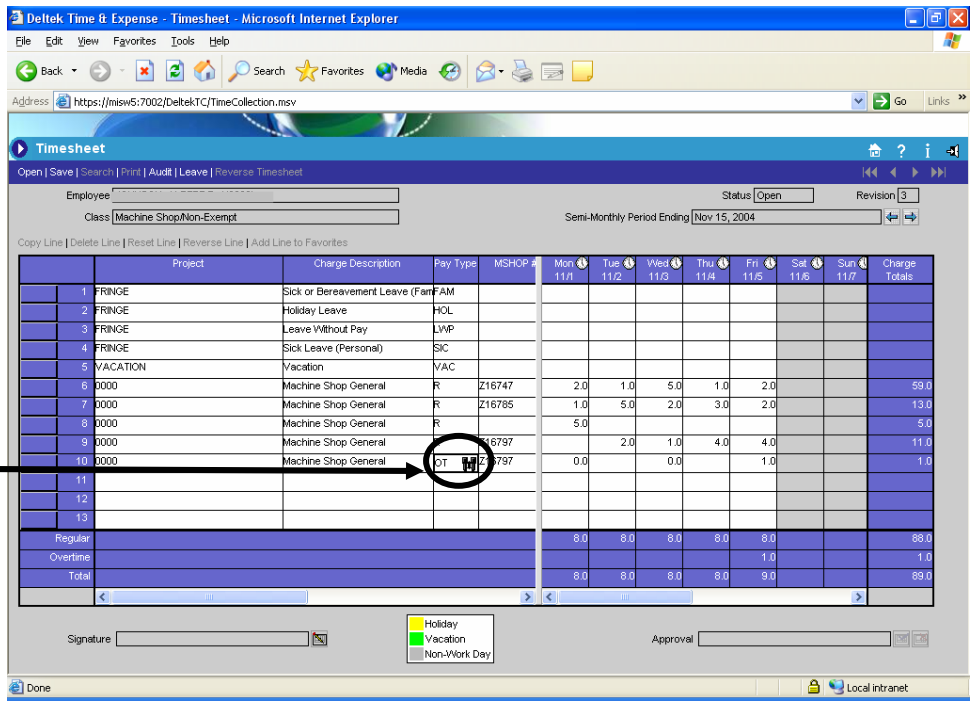
Enter a portion of the Z-number in the Filter Text and click on Execute, or

Scroll through all the Z-numbers, highlight the job number you want, then click OK

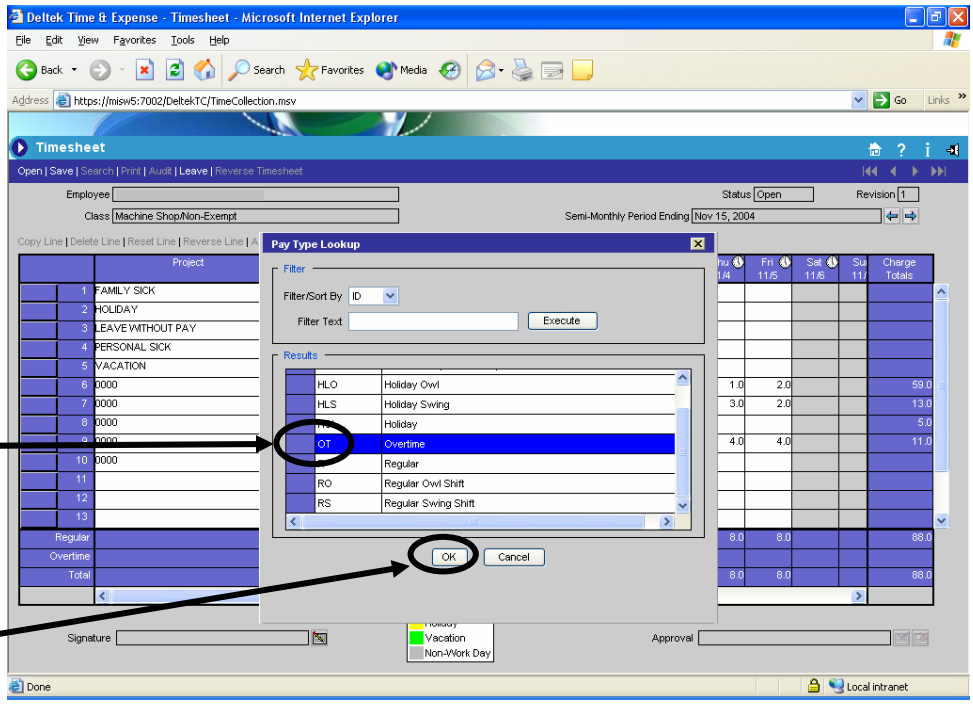


Tab over to the daily columns and enter the appropriate # of hours for each day

<u>Overtime Hours</u>
For any Z job number on which you worked hours over your normally scheduled hours, enter "0000" in the project field and either look up and select the "OT" pay type by clicking on the binoculars in the Pay Type column or enter an "OT" in the Pay Type column

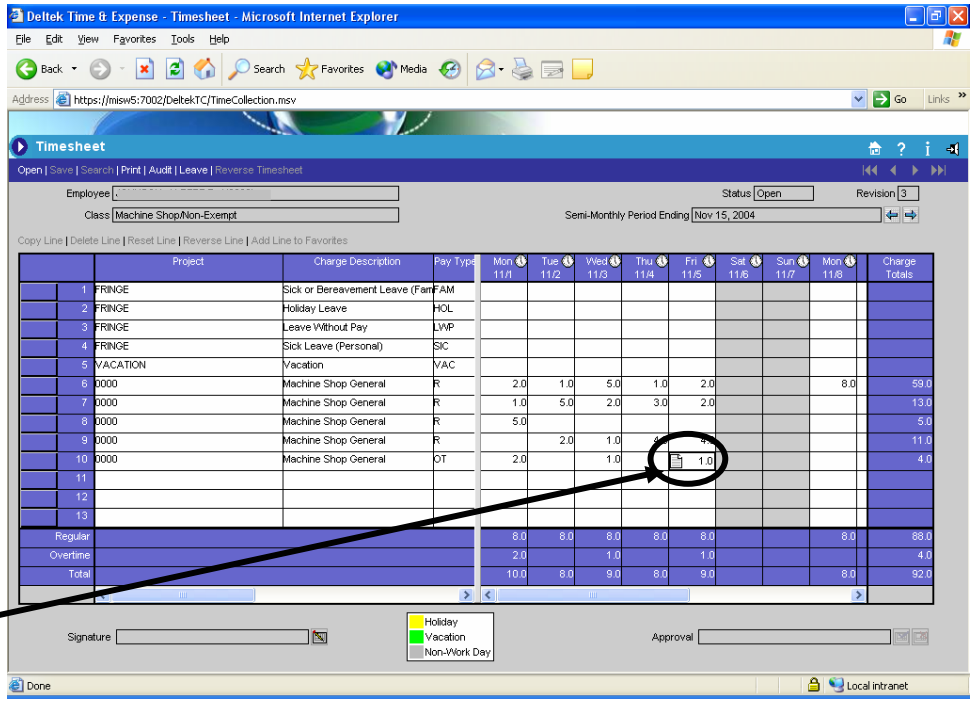


Pay Type Lookup Screen



Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

Click on OK



Tab over to the white work day columns and enter the appropriate # of OT hours for each day

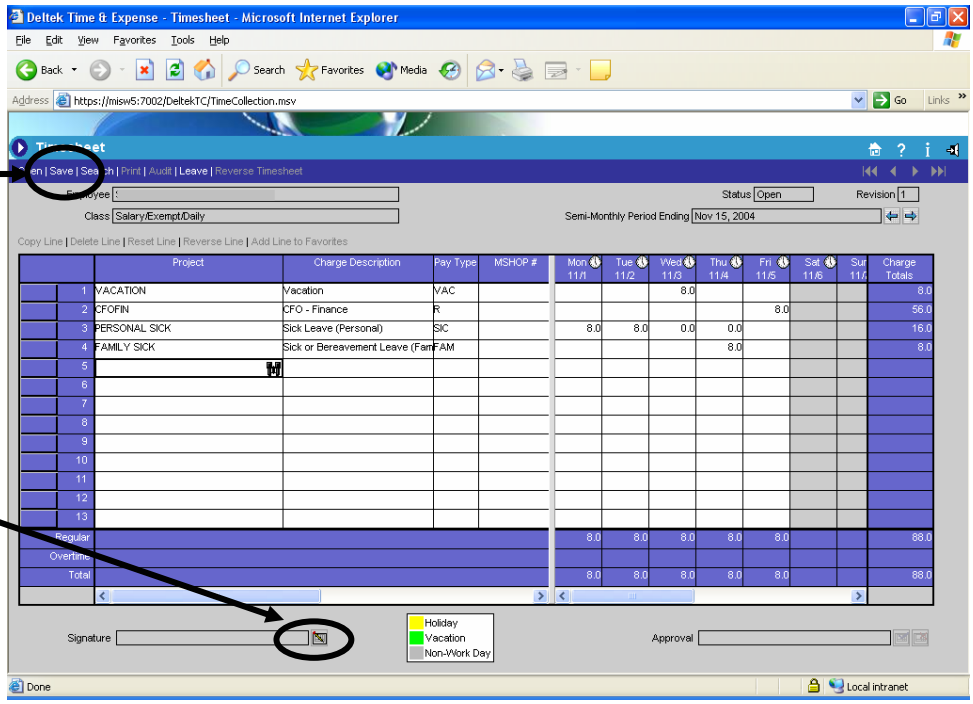
If you need to add cell notes, click on the appropriate notes icon

- Continue adding lines until the timesheet is complete.

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and click sign again.



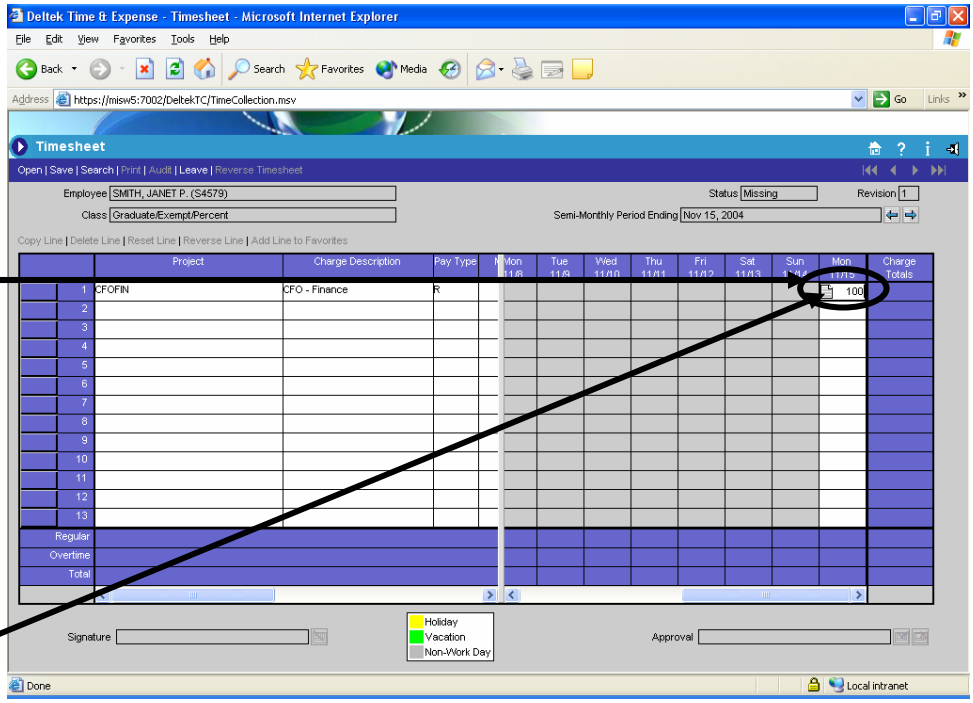
- The system will not let you save your timesheet early unless you have non-work hours charged for the remainder of the timesheet period.

GSRA's

After selecting the appropriate project(s), scroll over to the day that has white cells (either the last day of the timesheet period or the Friday before, if the last day falls on a weekend)

Note: The total percentage must equal 100

If you need to add cell notes, click on the notes icon

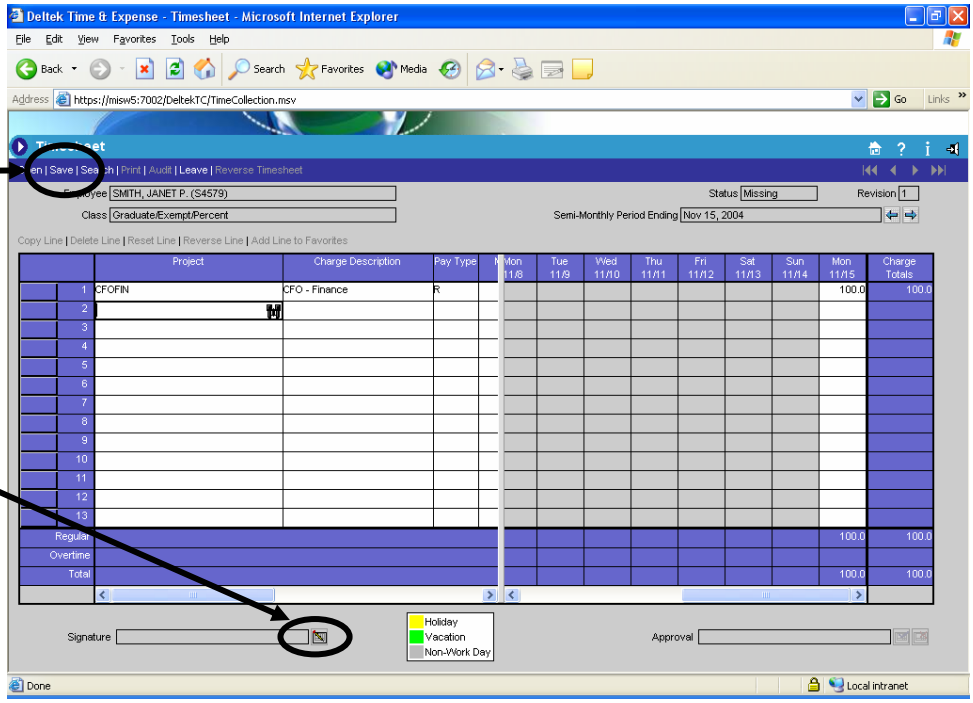


- Continue adding lines until the timesheet is complete
- The Machine Shop # column is valid only for Machine Shop charges

When you are finished with the current day's timesheet entry or the timesheet is complete, click on Save

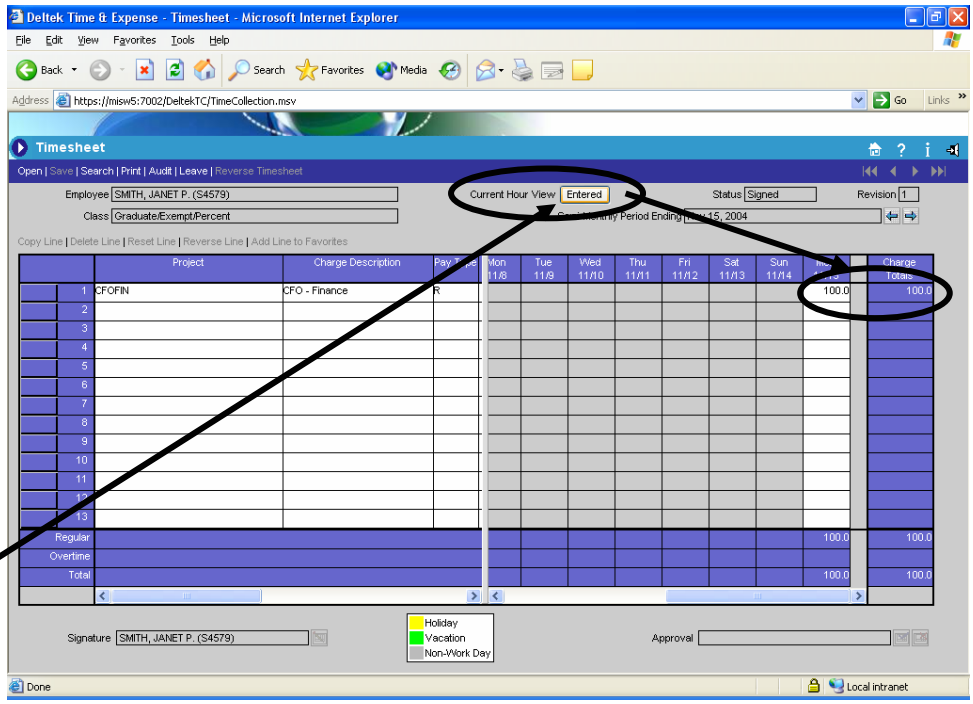
At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and click sign again.

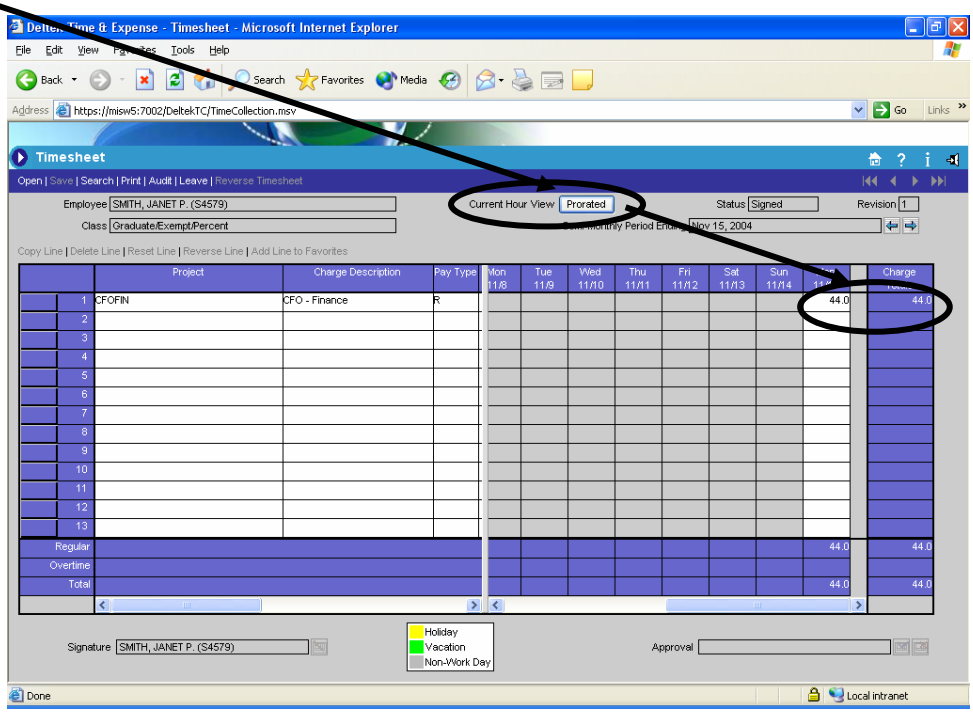


- The system will not let you save your timesheet early

After the timesheet is signed, you can click on the Current Hour View button to see Entered or Prorated Hours for the timesheet period



- Entered view shows the actual time entered in the blue column on right-hand side of timesheet



- Prorated view shows the hours charged to each project based on the percentages entered in the blue column on the right-hand side of timesheet

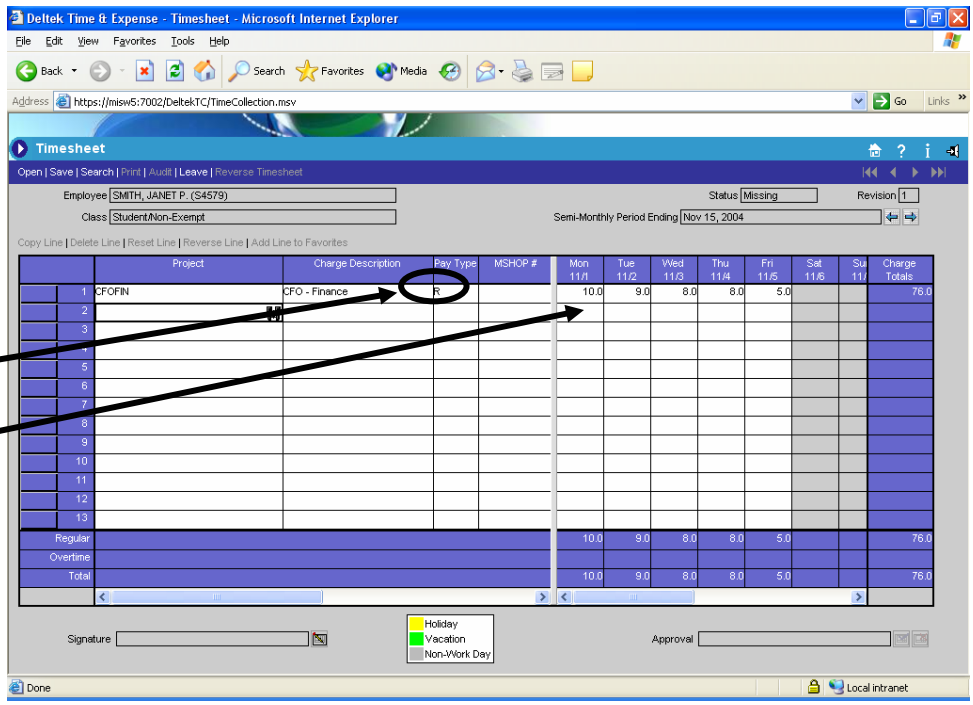
Students

Regular Hours

For each applicable work project, verify that a "R" is in the Pay Type column

Tab over to the hours and enter the appropriate # of hours for each day

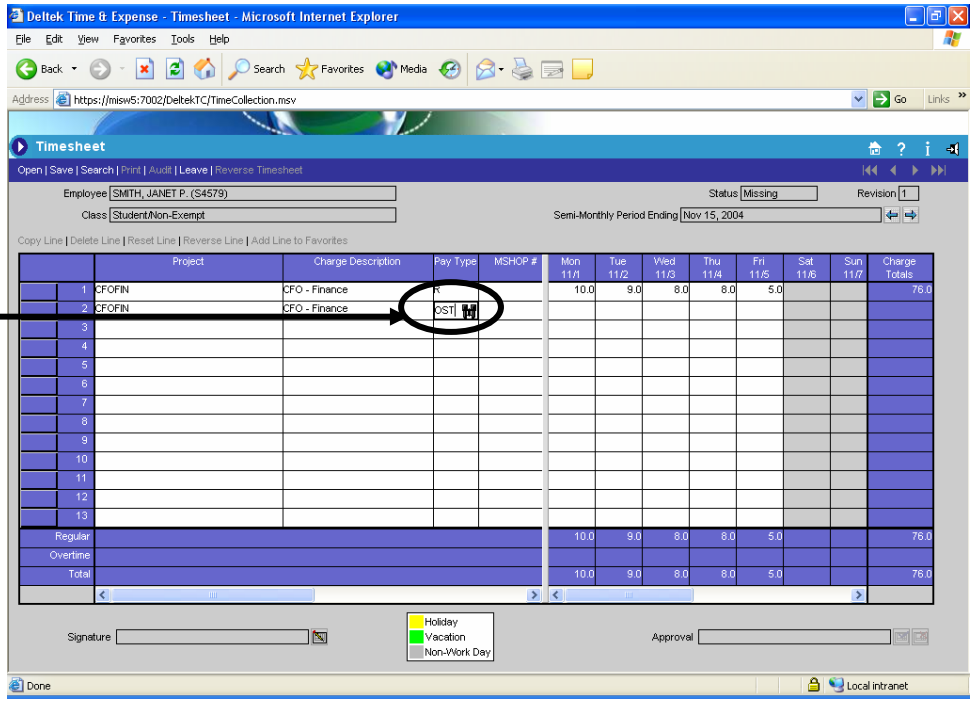
Note: The MSHOP# column is valid only for Machine Shop charges



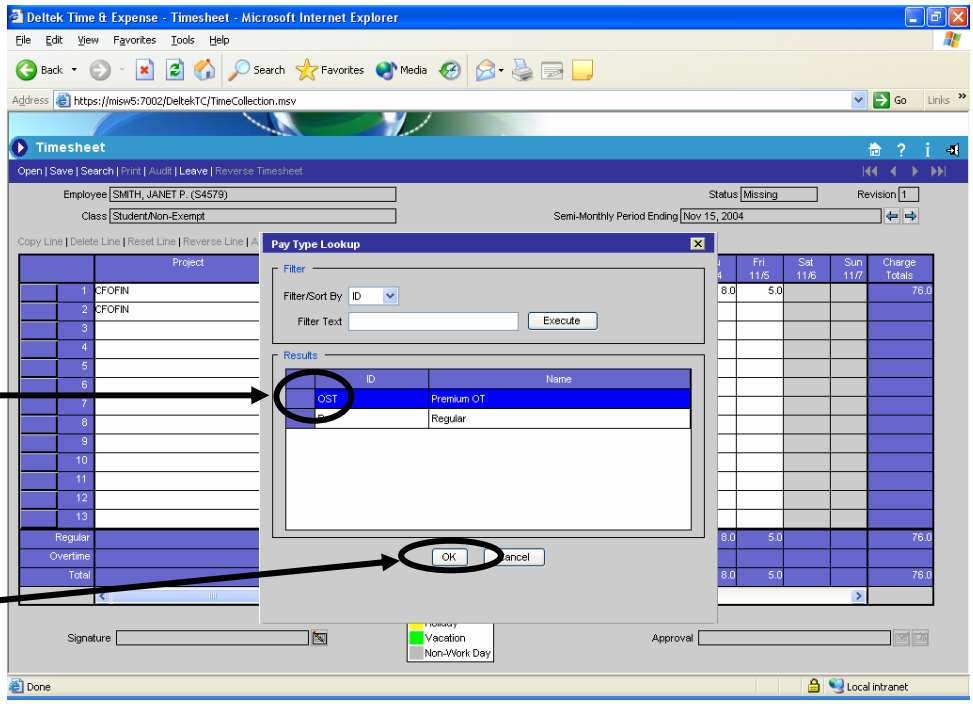
Overtime Hours

Once you have worked 40 regular hours in a week, record any additional hours to the "OST" pay type

If the pay type is not defaulted in for your current project, you can either type "OST" in the Pay Type column or you can look it up by clicking on the binoculars in the Pay Type column

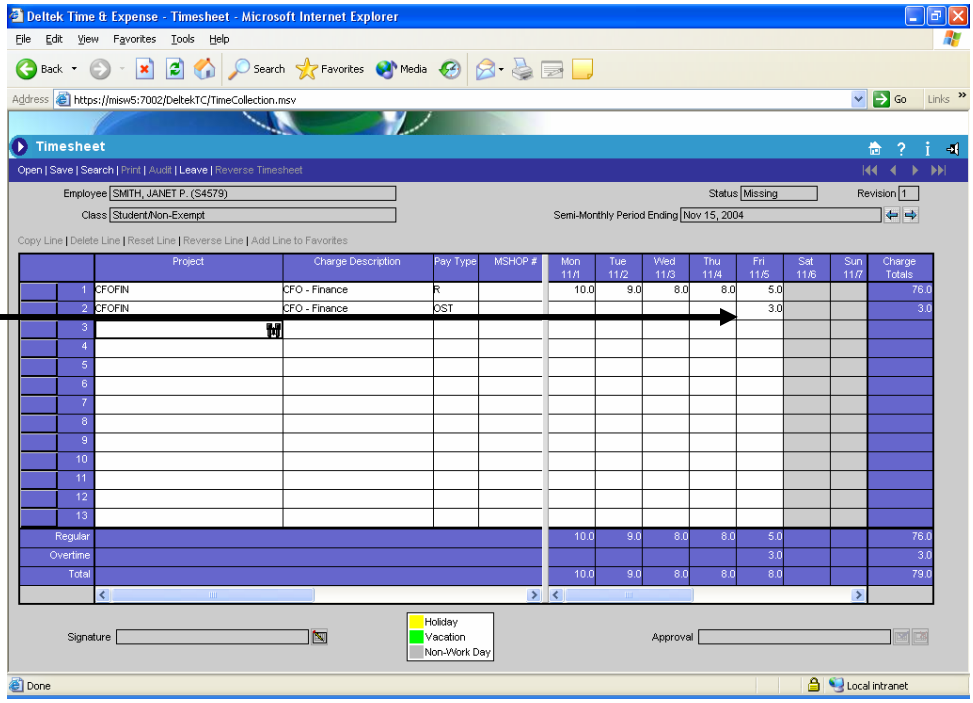


Pay Type Lookup Screen



Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

Click on OK



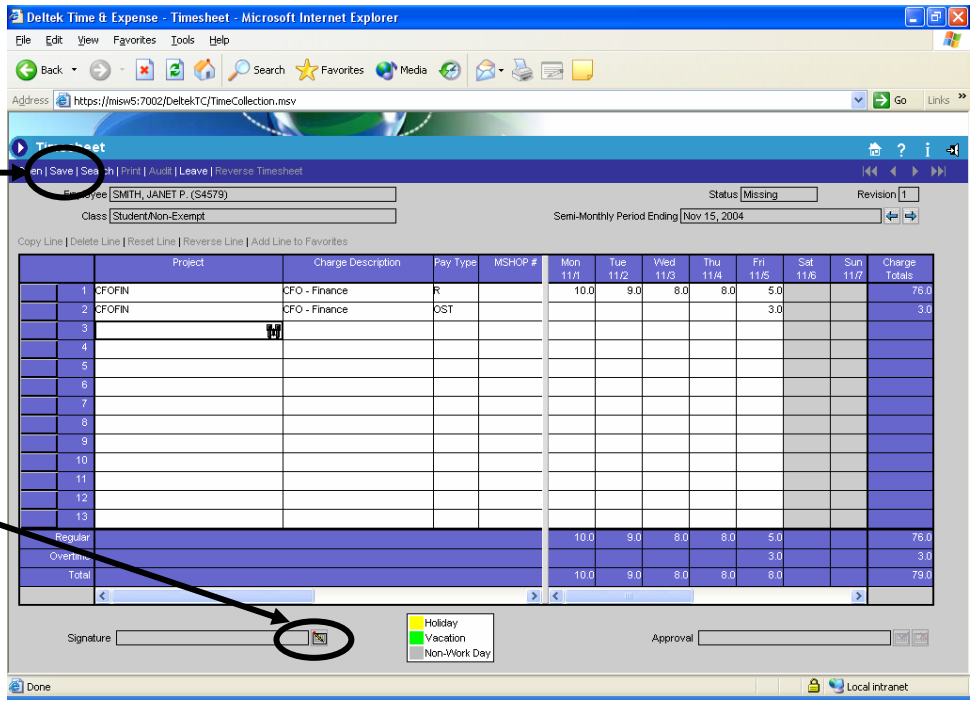
Tab over to the white work day columns and enter the appropriate # of OT hours for each day

- Continue adding lines until the timesheet is complete.

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and sign again.



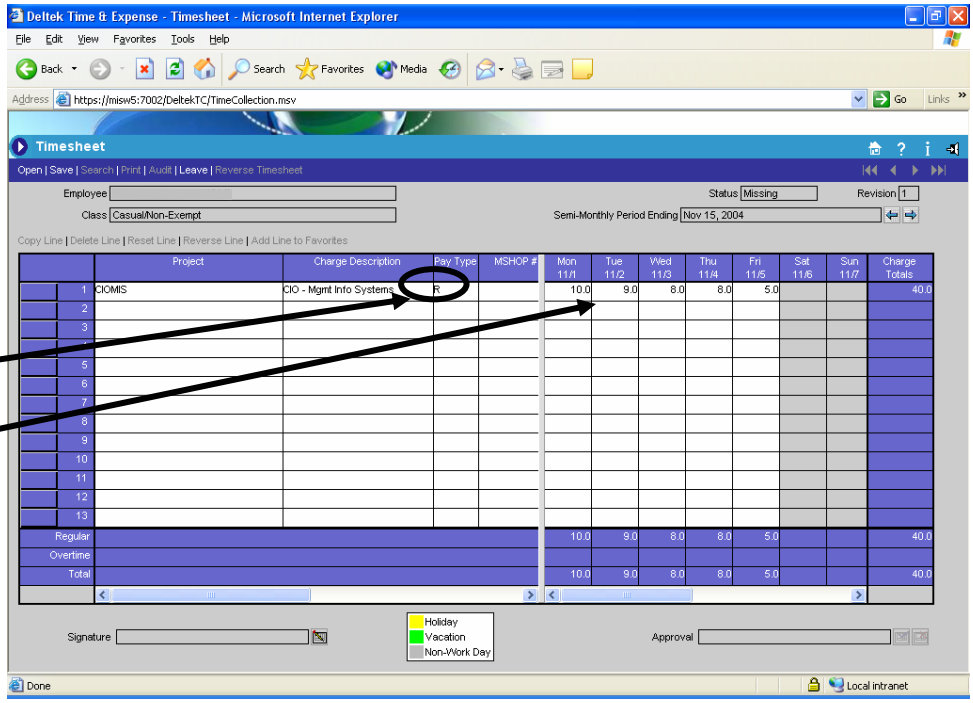
- Note: The system will not let you save your timesheet early

Casuals

Regular Hours

For each applicable work project, verify that a "R" is in the Pay Type column

Tab over to the hours and enter the appropriate # of hours for each day

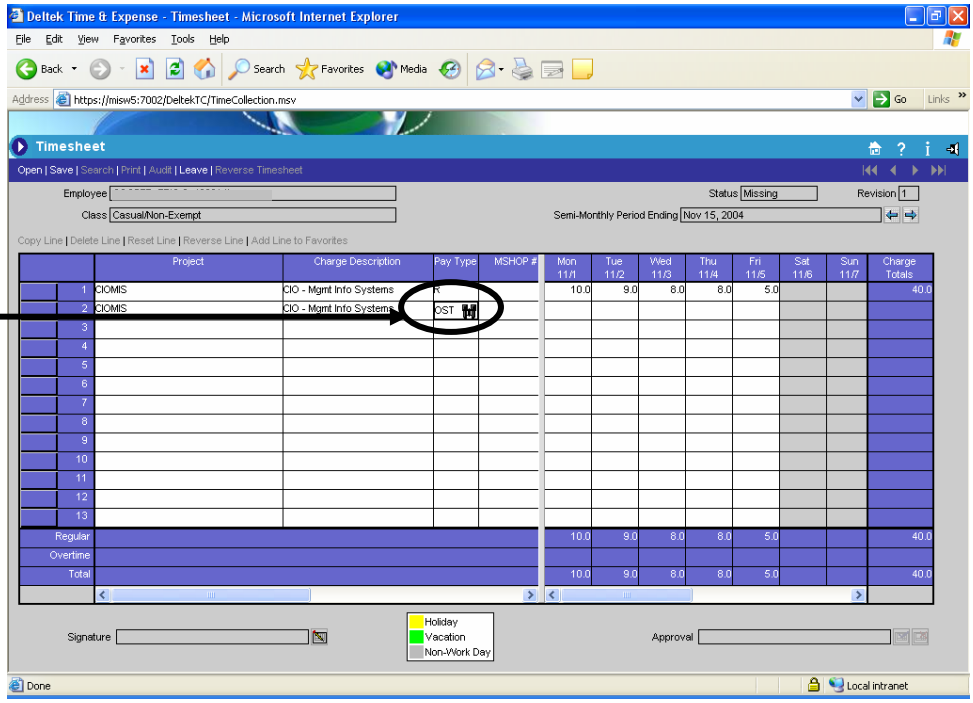


Note: The MSHOP# column is valid only for Machine Shop charges

Overtime Hours

Once you have worked 40 regular hours in a week, record any additional hours to the "OST" pay type

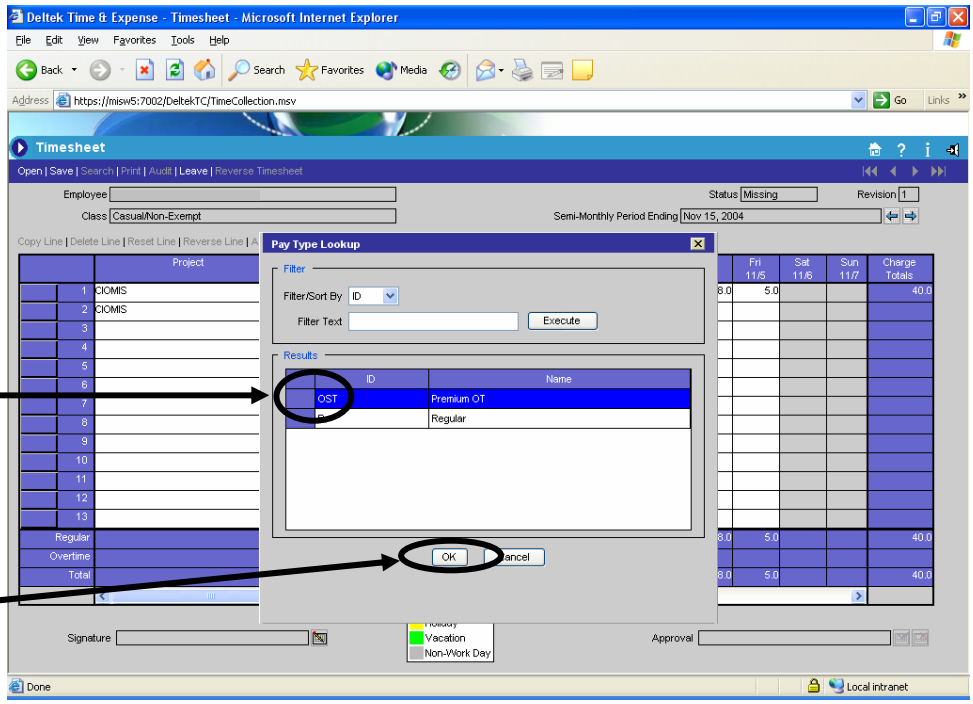
If the pay type is not defaulted in for your current project, you can either type "OST" in the Pay Type column or you can look it up by clicking on the binoculars in the Pay Type column



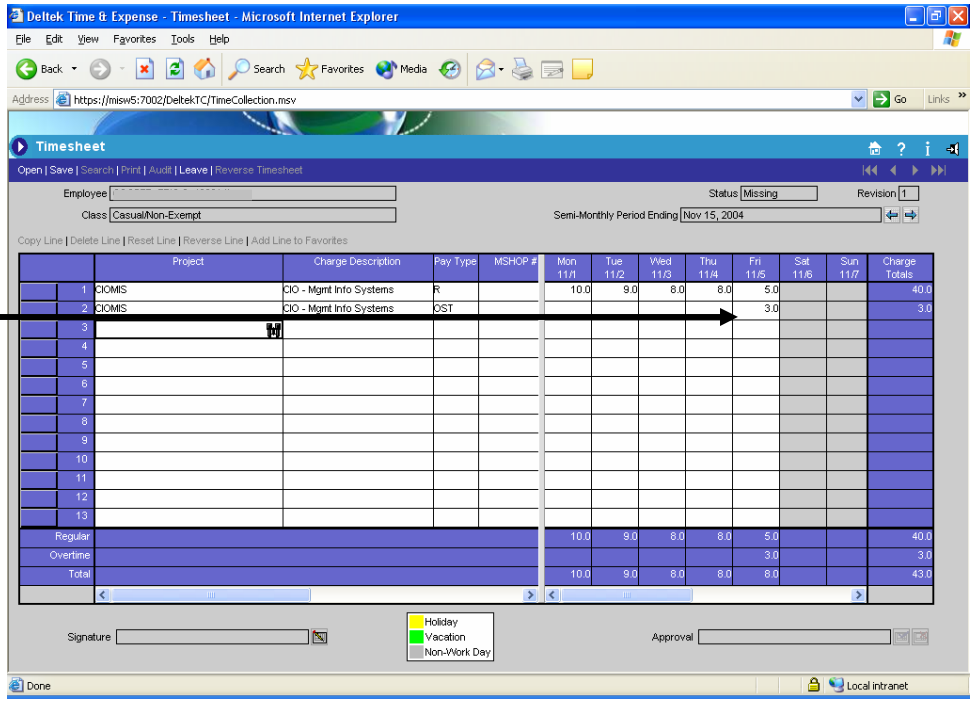
Pay Type Lookup Screen

Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

Click on OK



Tab over to the white work day columns and enter the appropriate # of OT hours for each day

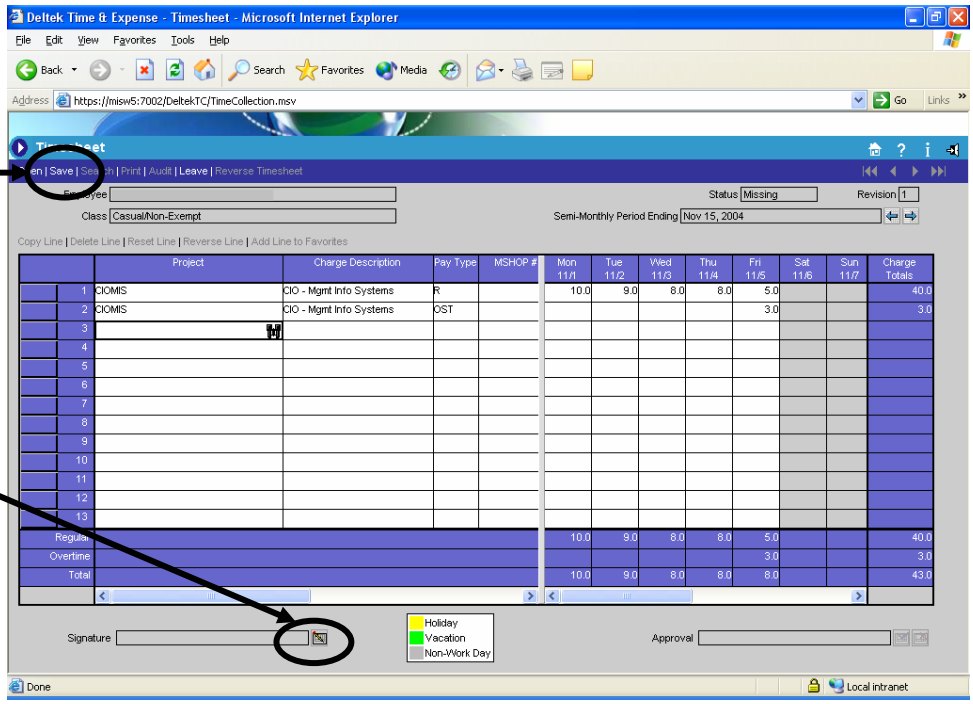


- Continue adding lines until the timesheet is complete.

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

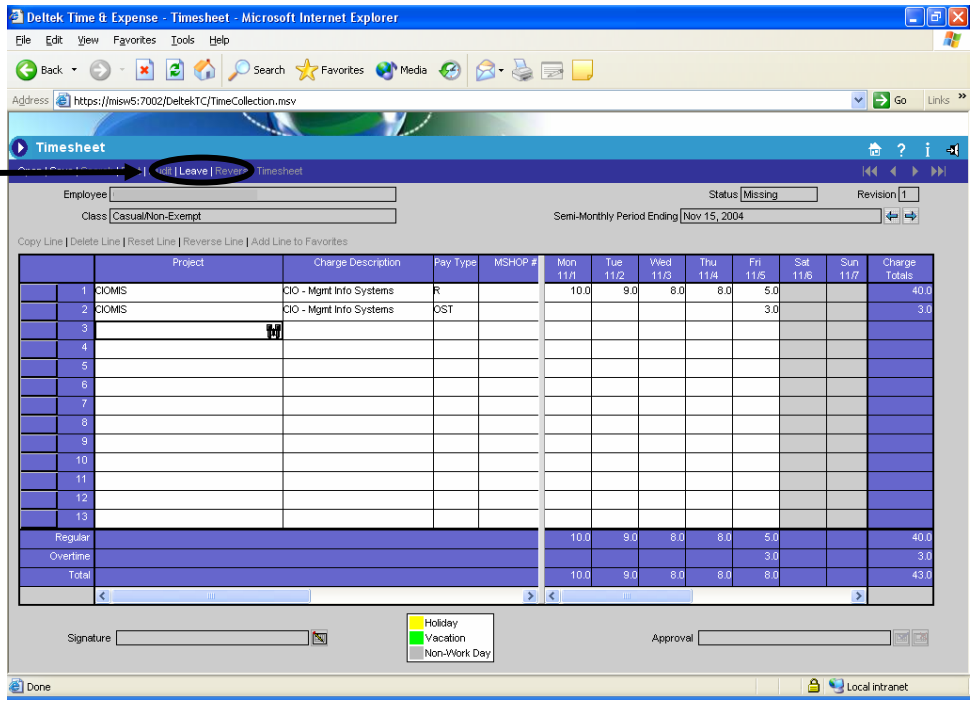
At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and click sign again.

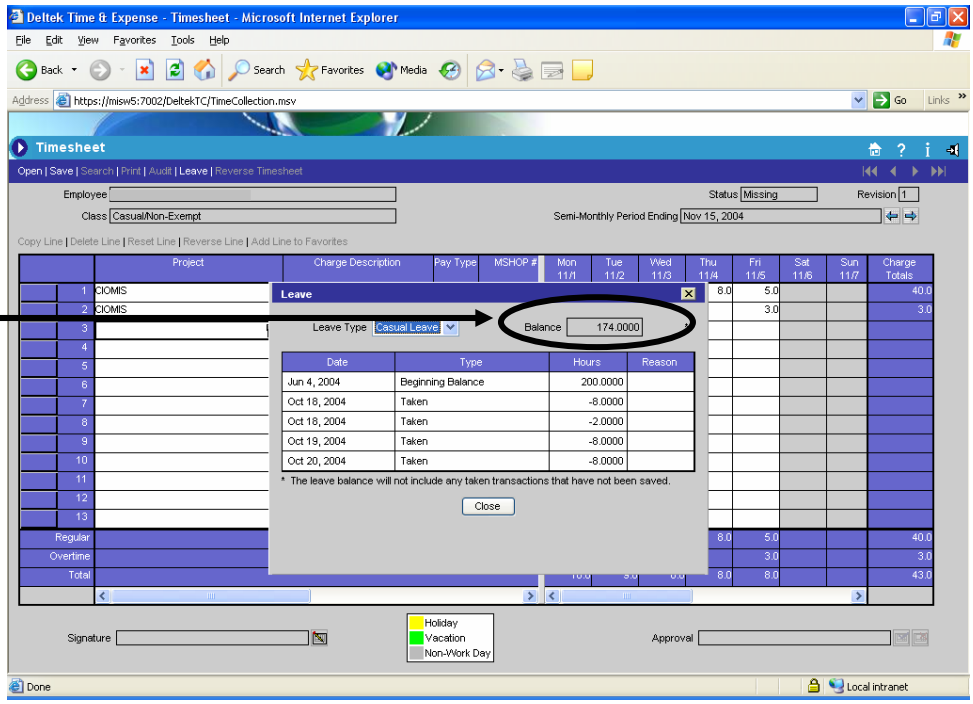


- Note: The system will not let you save your timesheet early

To monitor the 1000 work hour annual limit for casuals, click on Leave



This pop-up screen gives a running balance of the number of work hours available for the remainder of the casual year



- The balance will not be updated with current casual hours worked until the timesheet is saved

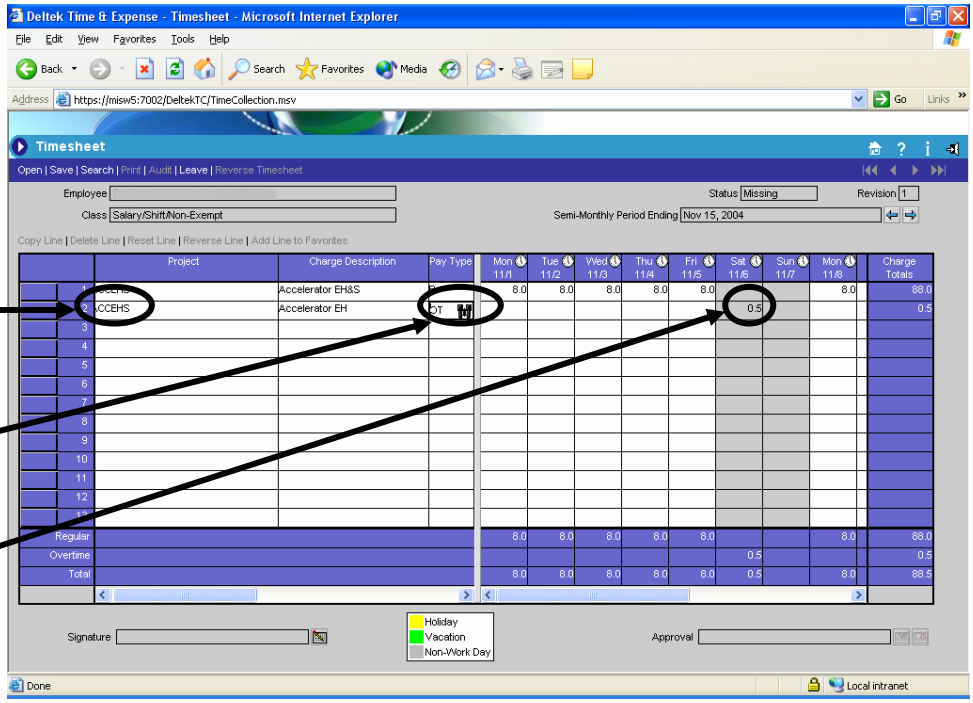
Call-in Time (Non-Exempts Only)

To record call-in time actually worked,

Enter the project on which you were called in

Either enter the appropriate pay type or click on the binoculars in the Pay Type column to look it up

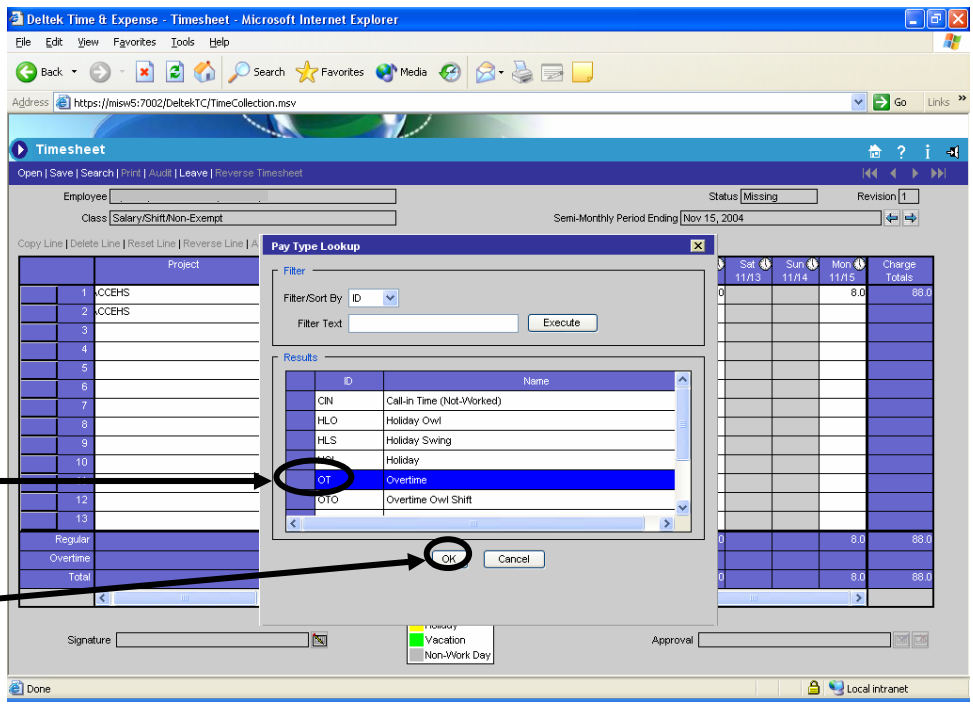
Record call-in hours worked on the correct day



Pay Type Lookup screen

Highlight the appropriate pay type

Click on OK



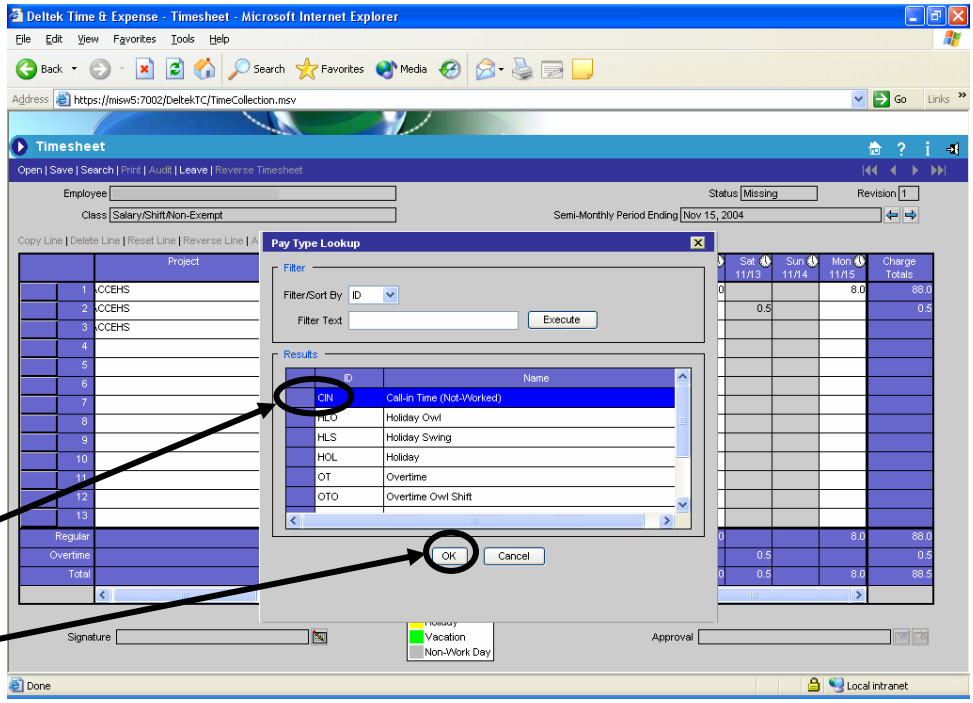
To record call-in hours not worked

On a separate timesheet line, enter the project on which you were called in

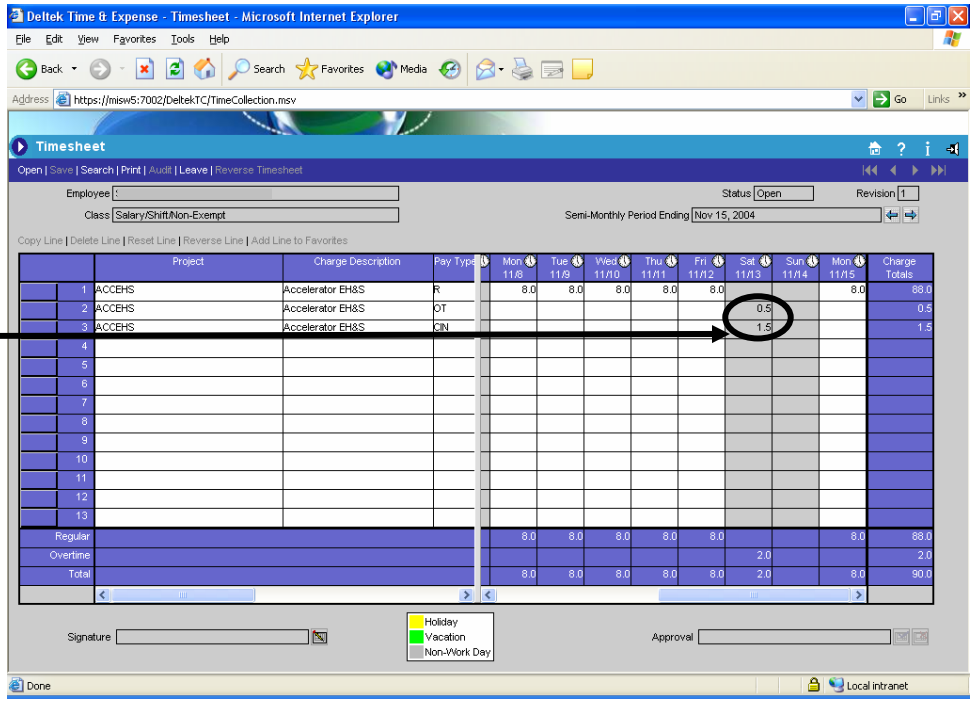
Either enter CIN in the Pay Type column or click on the binoculars in the Pay Type column to look it up

Highlight the CIN Call-In Time (Not Worked) line

Click on OK



Record the call-in hours to be paid (up to two) that were not worked

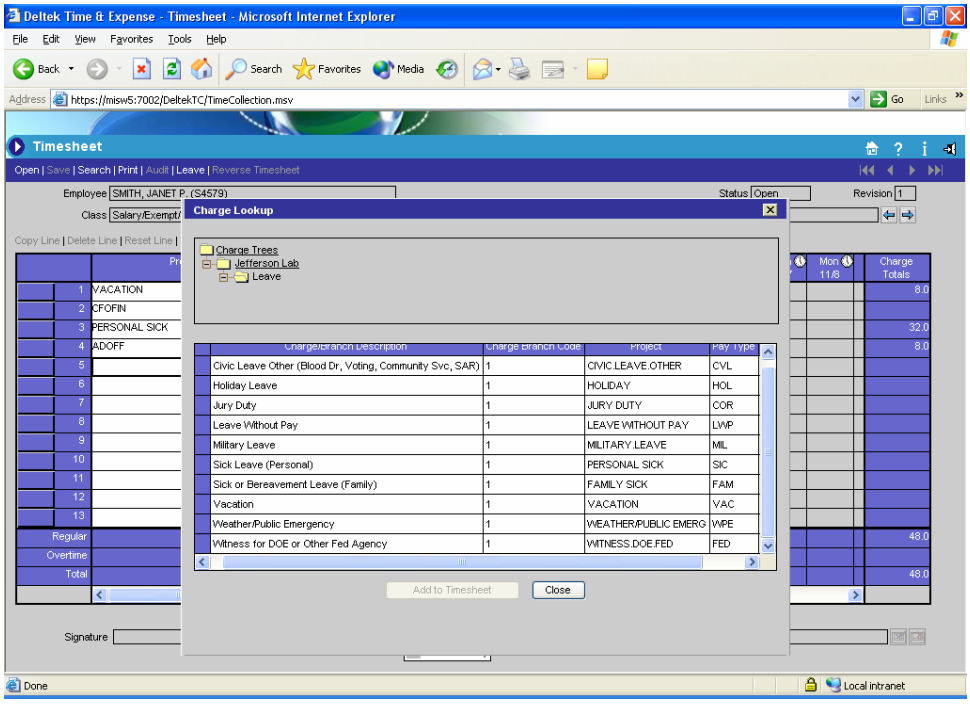


- The CIN pay type is used only if an employee is called in to work and works less than the two hour minimum that is paid for call-ins.

Recording Leaves

When you drill down into the Leave charge branch under the Jefferson Lab charge tree, you will see any leave options available to you

Other Leave from our old etr system has been broken down into more descriptive categories (i.e. Civic Leave, Military Leave, Weather Public Emergency, and Witness for DOE or Other Federal Agency)



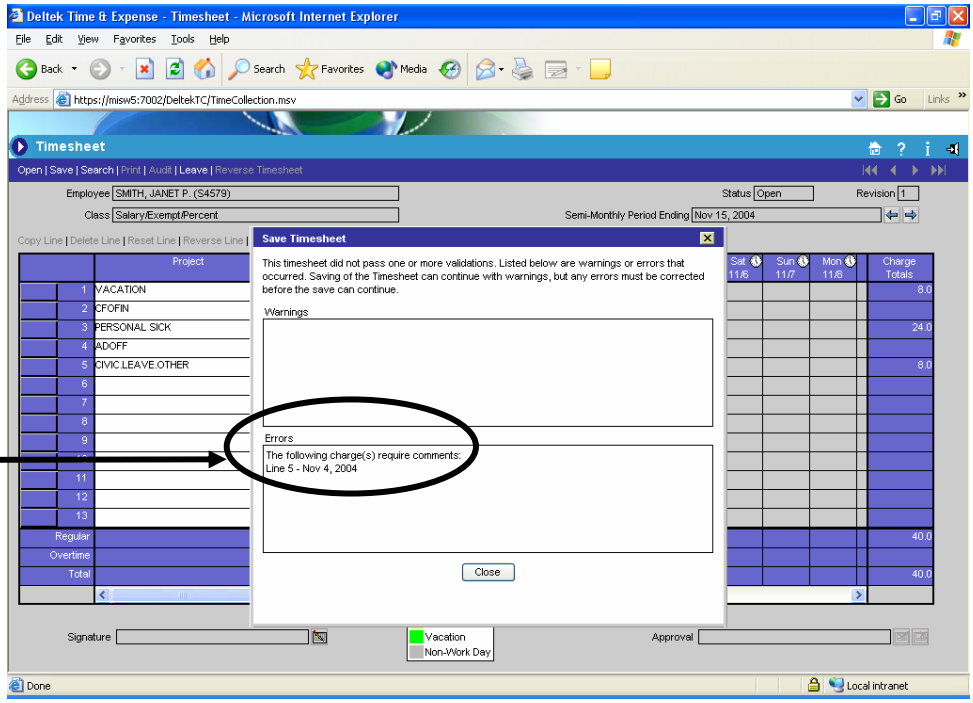
- The most common types of leave will be preloaded into your favorites

<u>Civic Leave</u>

If you choose Civic Leave, you will be required to enter a comment

If you do not enter a comment, you will receive this error message when saving your timesheet

Note: You will not be able to save your timesheet until you enter a comment

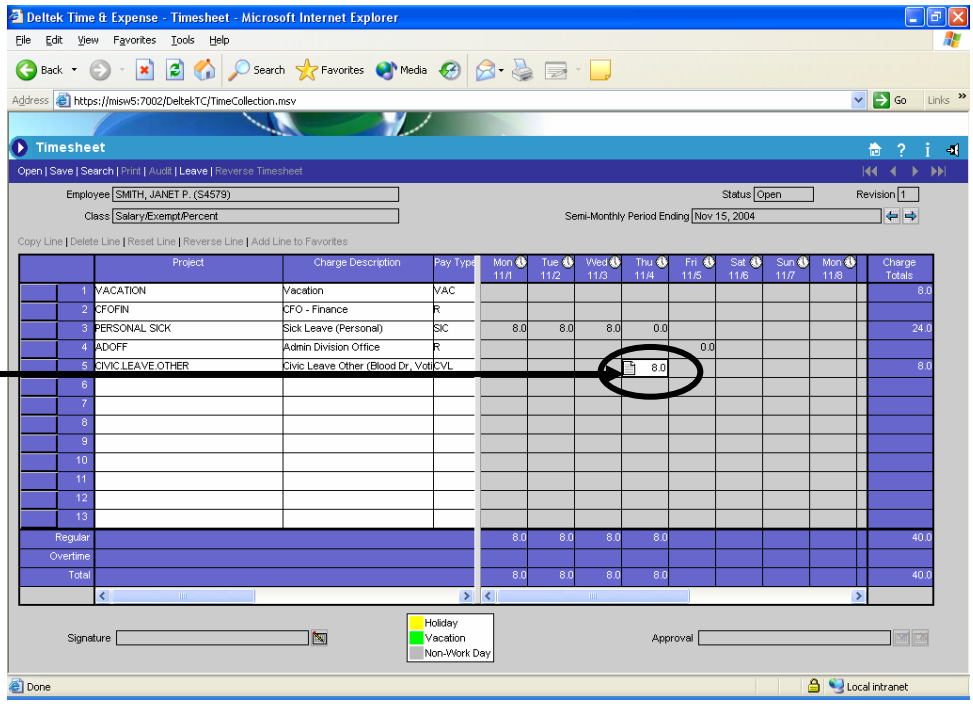


- Civic Leave should be charged for blood drives, the United Way Day of Caring, voting, etc.

To insert a comment

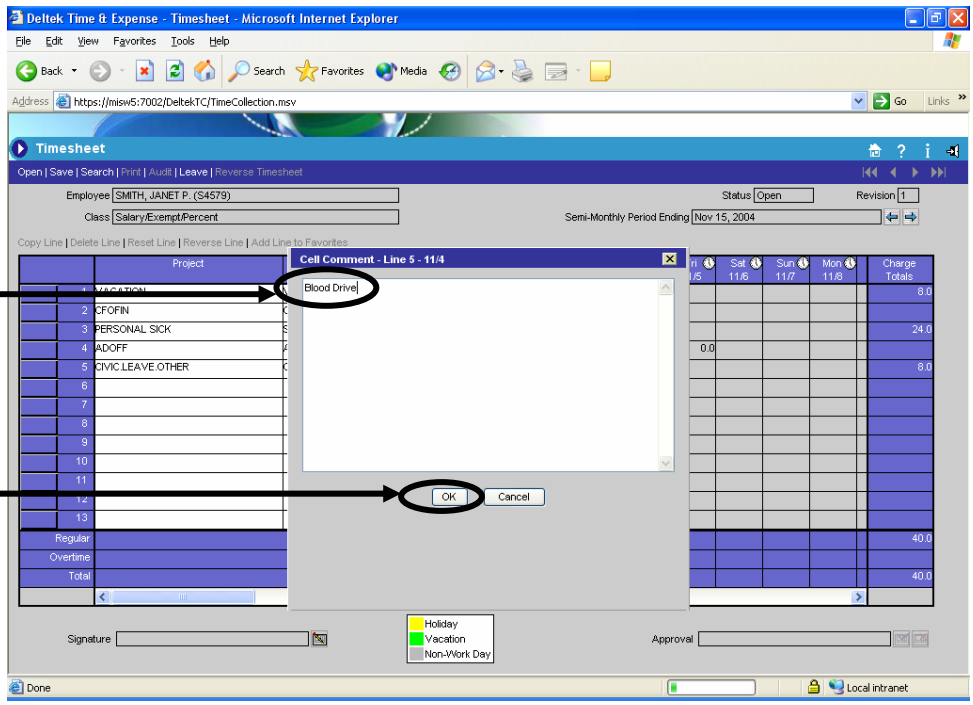
Click on the cell that requires a comment

Click on notes icon in the cell



Type your comment

Click OK



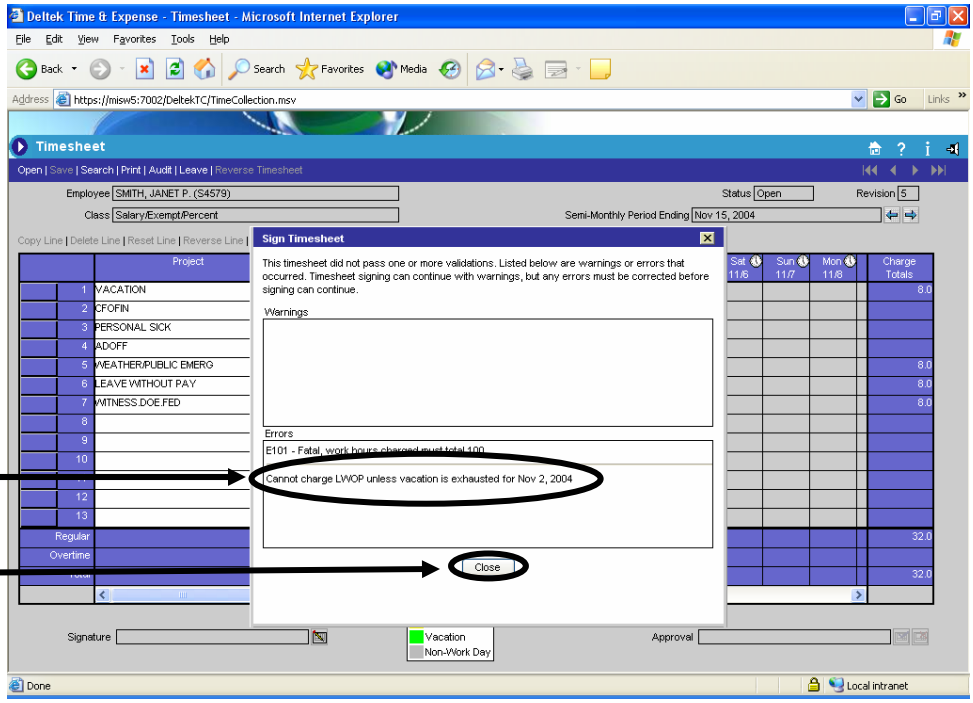
Leave Without Pay

Leave without pay should not be charged until all vacation leave is exhausted, except when an employee is on STD, LTD, or disciplinary leave

If you try to charge leave without pay, except in the above instances, you will receive this error when you sign your timesheet

Click Close

Revise your timesheet, then save and sign

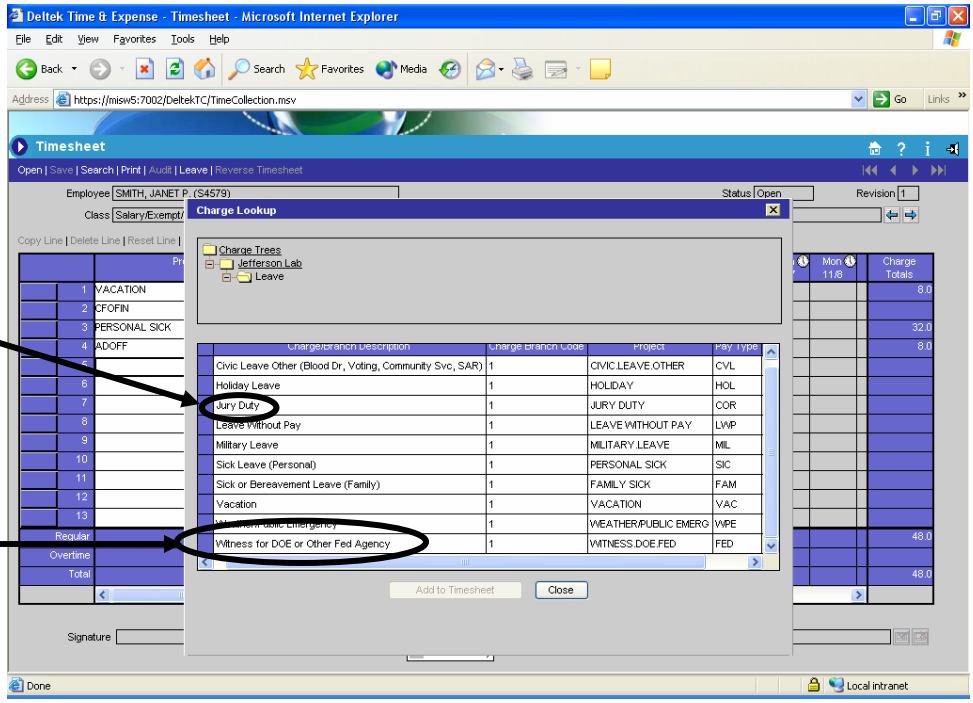


Jury Duty

Charge any time spent serving as a juror to Jury Duty

DOE Witness

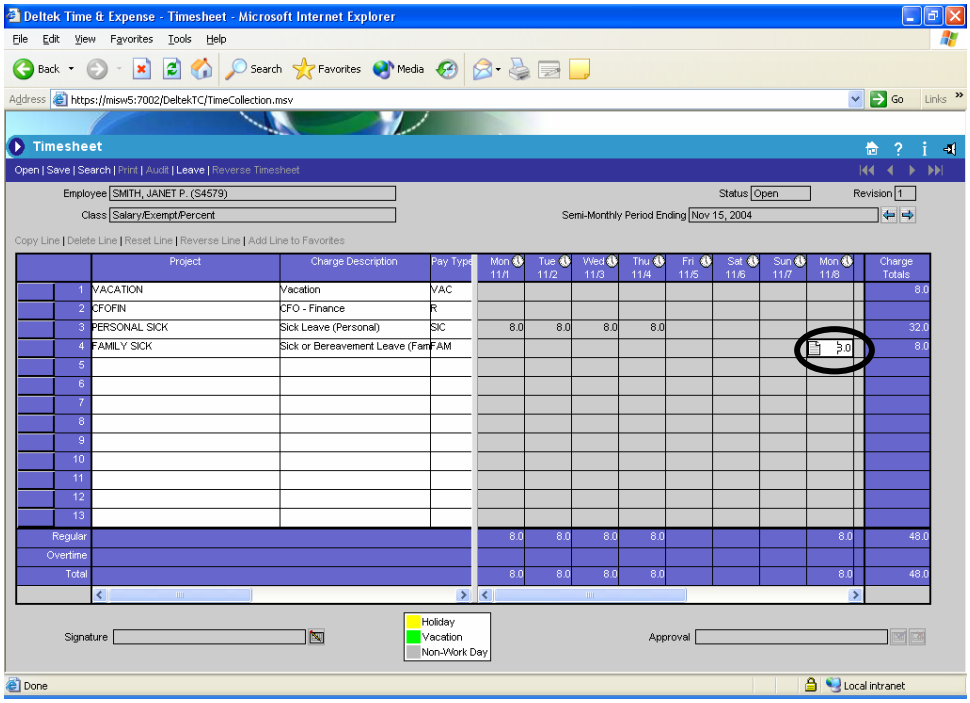
Charge the Witness for DOE or Other Fed Agency if you are ever subpoenaed to testify for DOE or another Federal Agency



- If you are subpoenaed to testify for any other case, not related to DOE, then this time should be charged to vacation

Family Sick

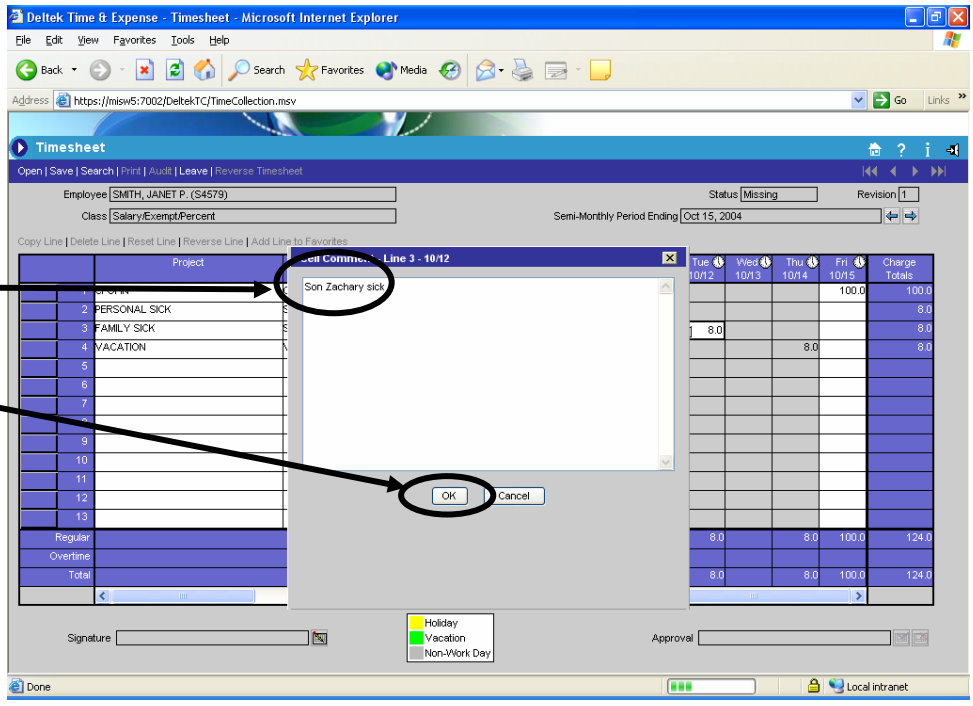
Due to contract requirements, charge all sick leave taken to care for an immediate family member or bereavement leave for an immediate family member to the Family Sick project. Any entry to this project requires a cell comment stating the relationship of the sick family member or the relationship of the deceased



- Note: Immediate family includes parents, spouse, children, siblings, parents-in-law, stepparents, stepchildren, grandparents, or other related persons living in the household of the employee

Enter the cell comment

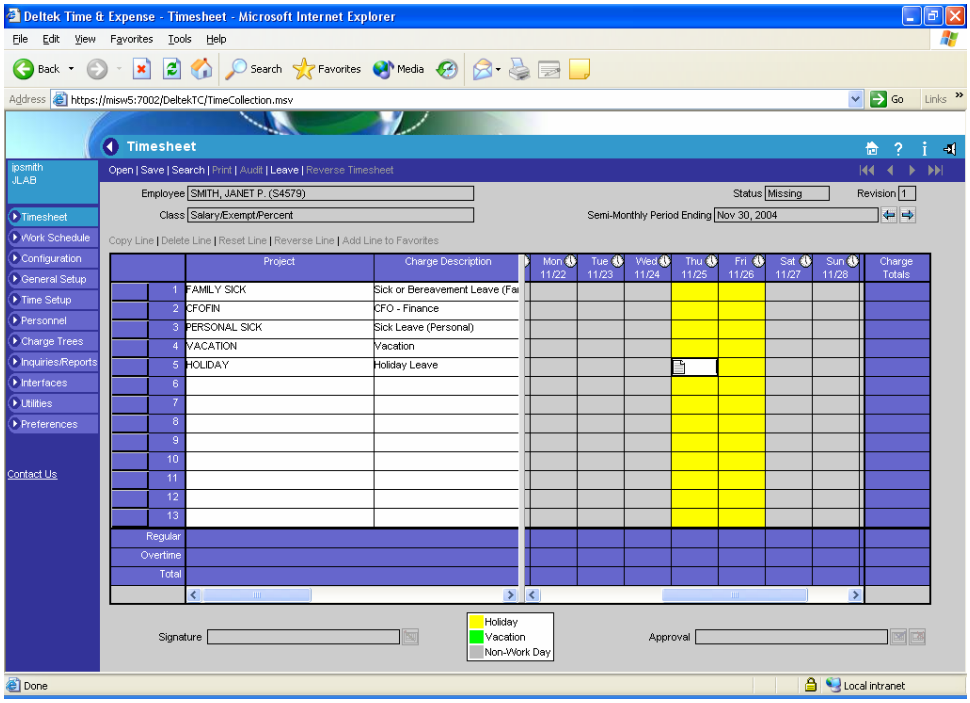
Click on OK



Holiday

Holidays are highlighted in yellow on employee timesheets

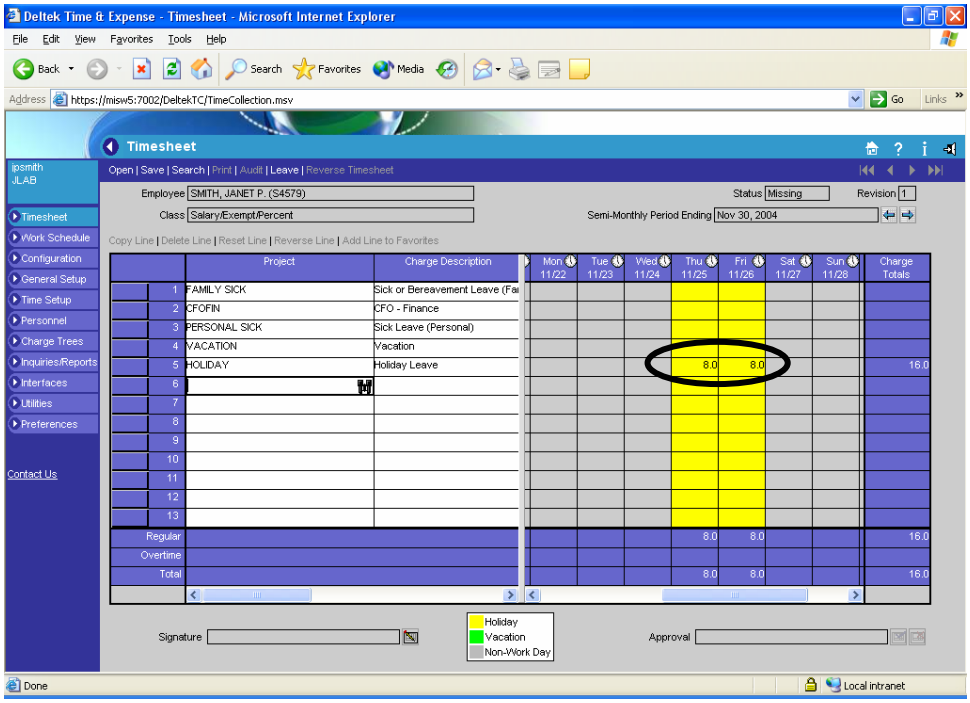
Click on the cell for those days and enter the appropriate hours



Holiday hours must be recorded on the actual holiday except for full-time exempt personnel who were required to work the entire holiday

In this case only, exempt personnel are eligible for a floating holiday

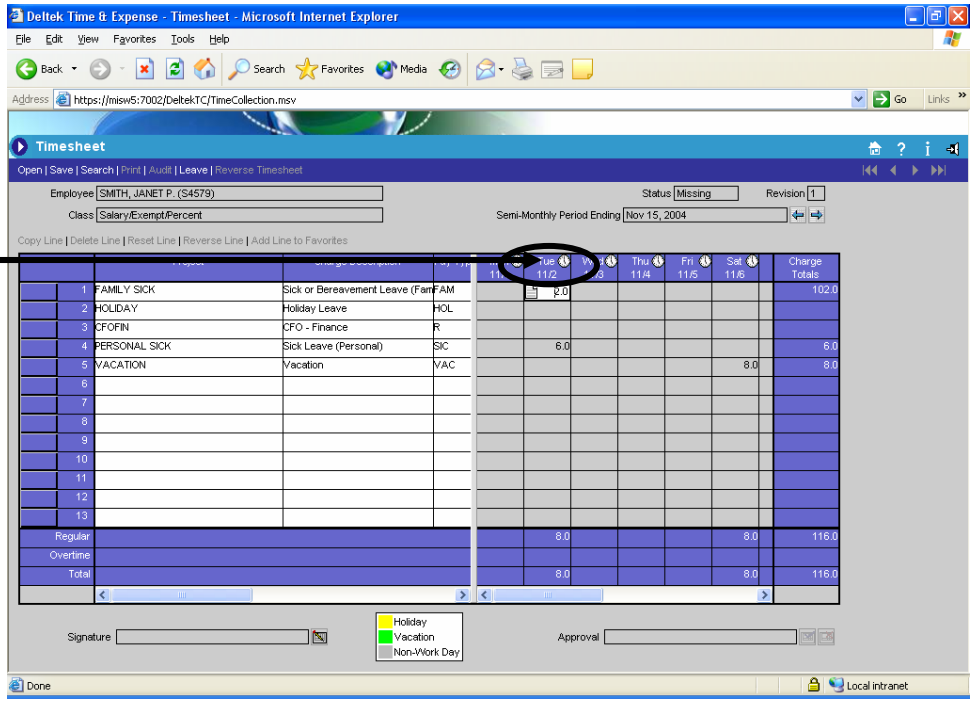
To record his/her time, the individual's schedule must be changed to reflect the new holiday



- Please refer to the floating holiday policy for more detail
- Use the Contact Us link on the desktop to request a change in schedule

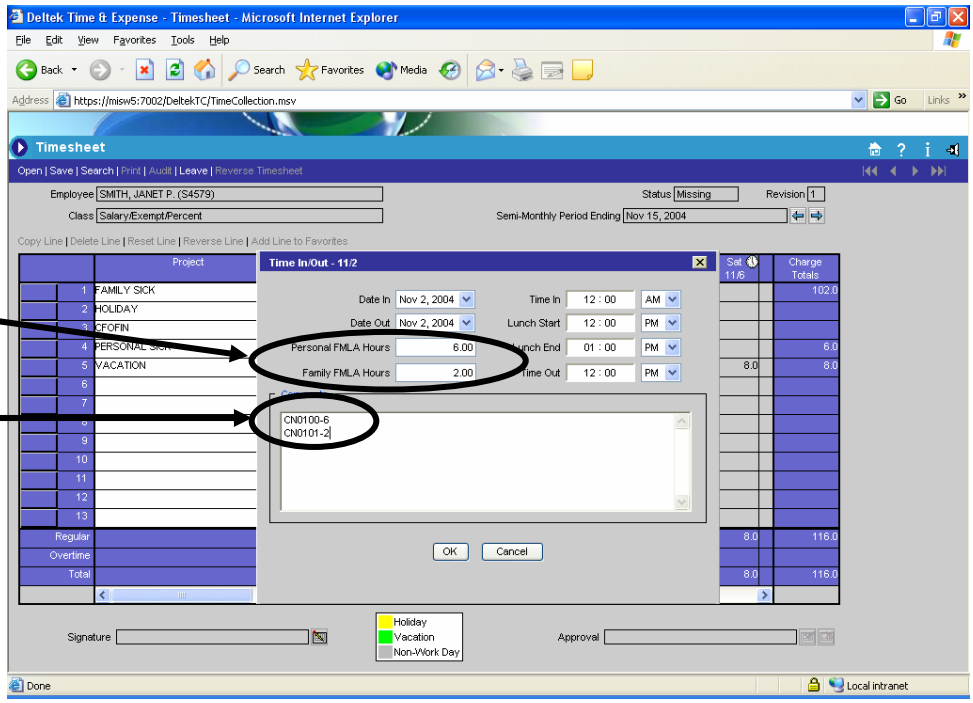
Recording Family Medical Leave Act (FMLA) Time

Click on the clock for any day on which you have approved FMLA hours



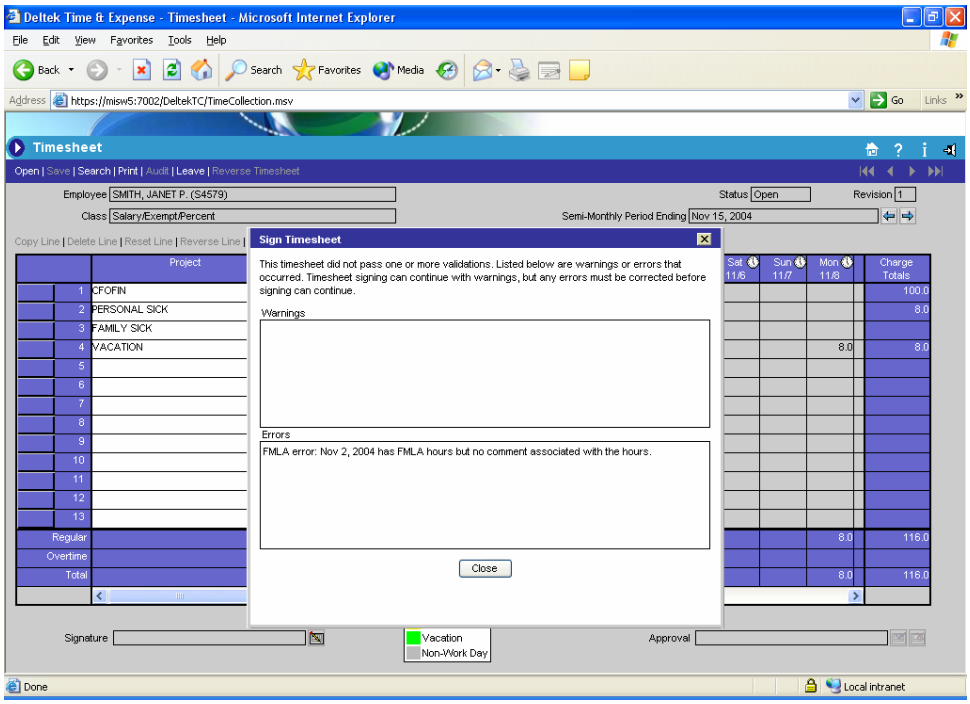
Enter any personal FMLA hours separately from family FMLA hours

In the comments section, enter the identifying number given to you by Medical Services



- Disregard the Time In and Time Out information on the right hand side of the Time In/Out pop-up box

You will receive this error message when you try to sign your timesheet if you have not entered a comment



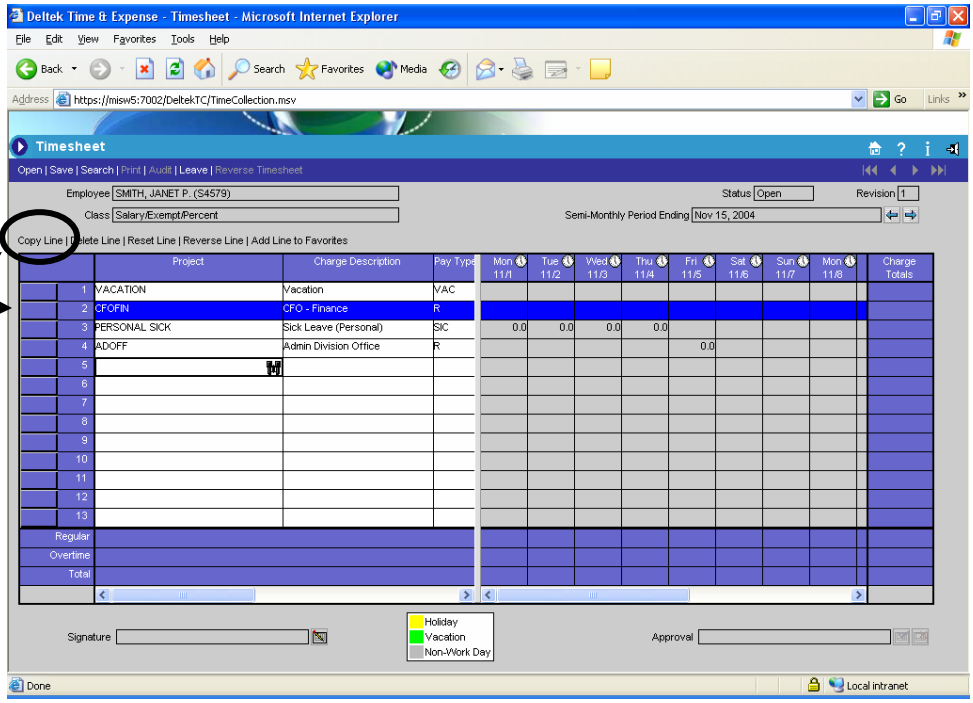
- For exempt personnel, you may have FMLA hours to record, but you may not have any sick leave recorded (i.e. Doctor's appointment)

Other Timesheet Line Options (Copy, Delete, Reset, and Reverse)

To copy a line

Highlight the line you wish to copy

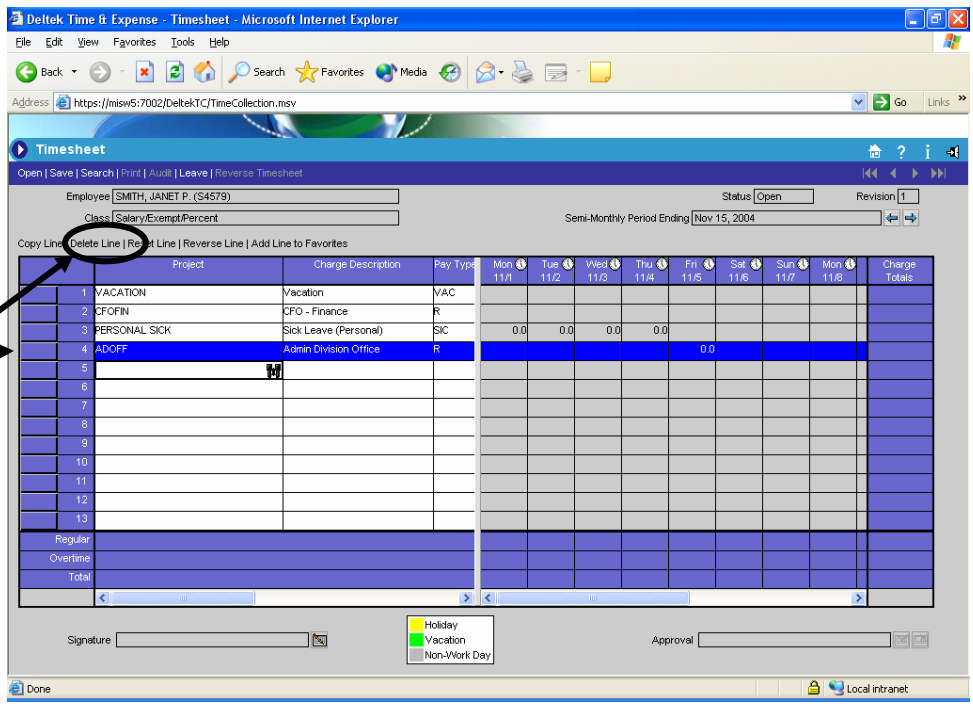
Click on Copy Line



To delete a line

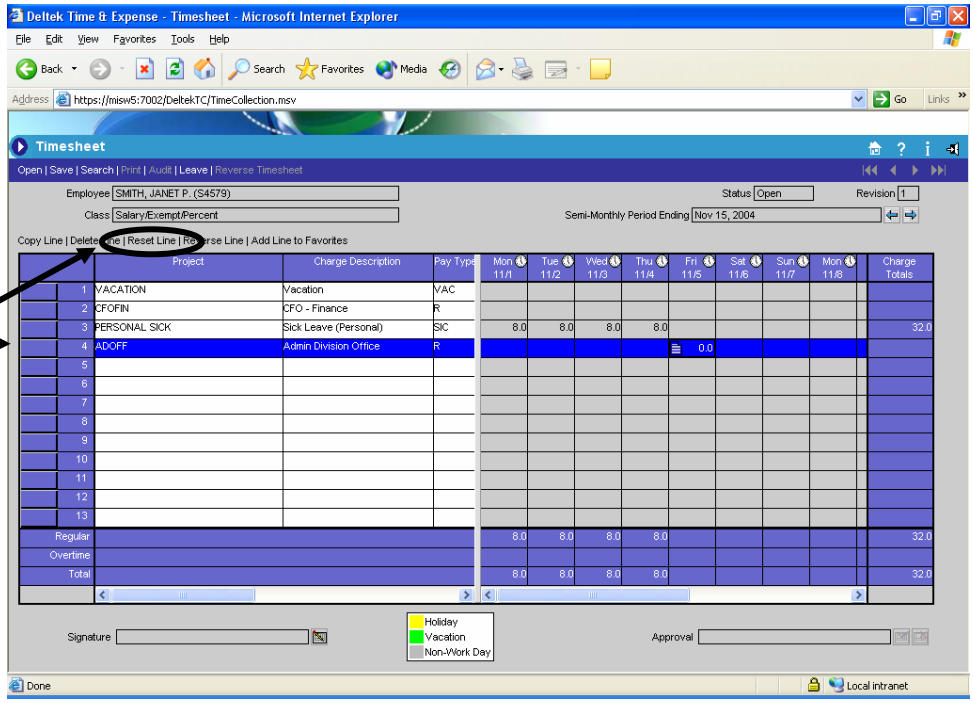
Highlight the line you wish to delete

Click on Delete Line



- If you have not already saved the selected line, the delete function will remove the entire line, including cell comments
- If you have already saved the selected line, the delete function will zero out the entered values and make cell comments null

To reset a line

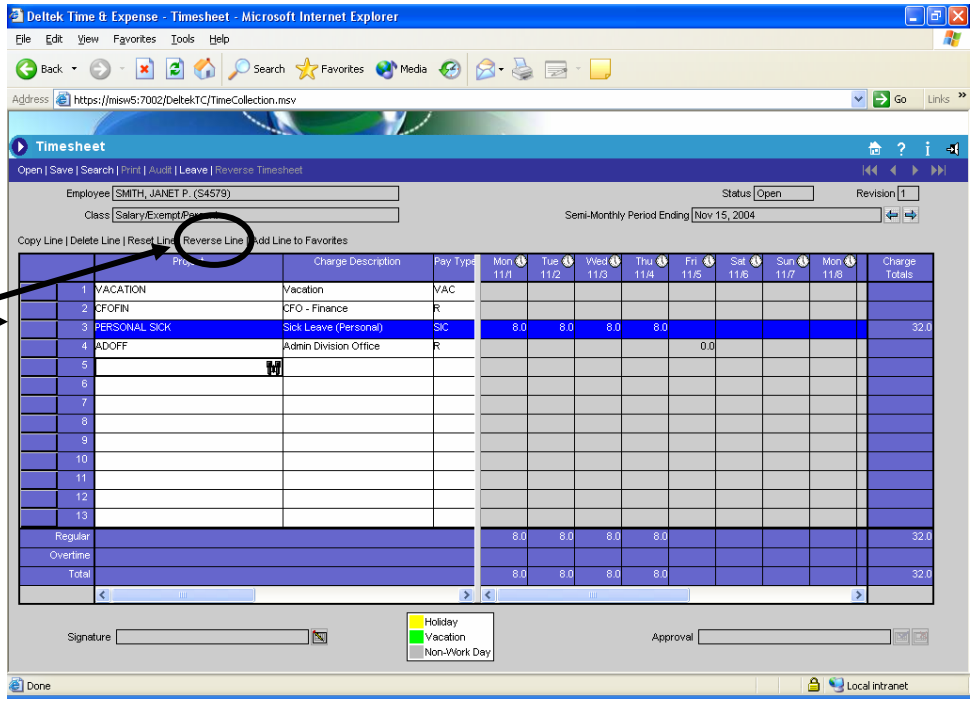


Highlight the line you wish to reset

Click on Reset Line

- If you have not already saved the selected line, the reset function will completely remove the entire line, including cell comments
- If you have already saved the selected line, the reset function will reset the line to the previous values found in the database

To reverse a line

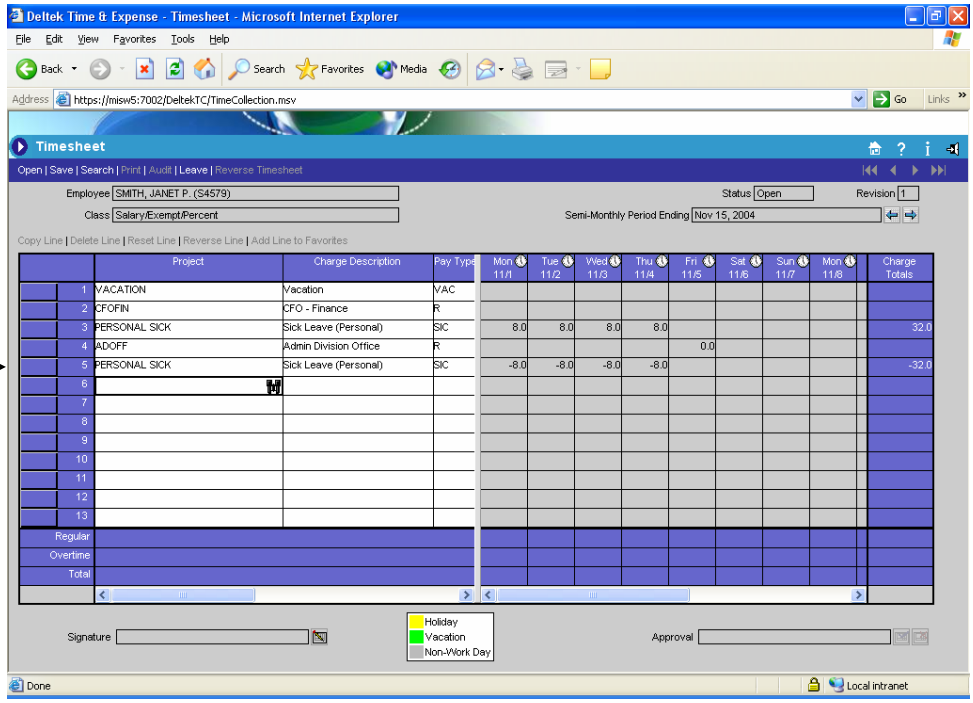


Highlight the line you wish to reverse

Click on Reverse Line

- We do not recommend using the reverse line function.

A new line is created showing negative hours to offset the corresponding charges



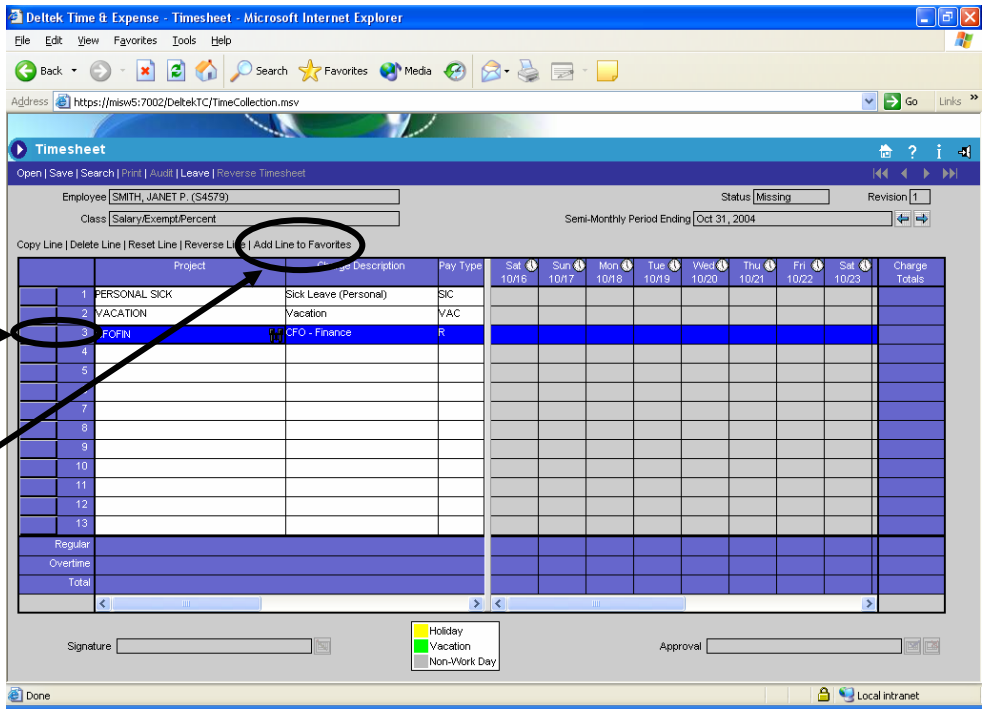
- When the timesheet is saved, you will have to provide a revision explanation

Managing Favorites

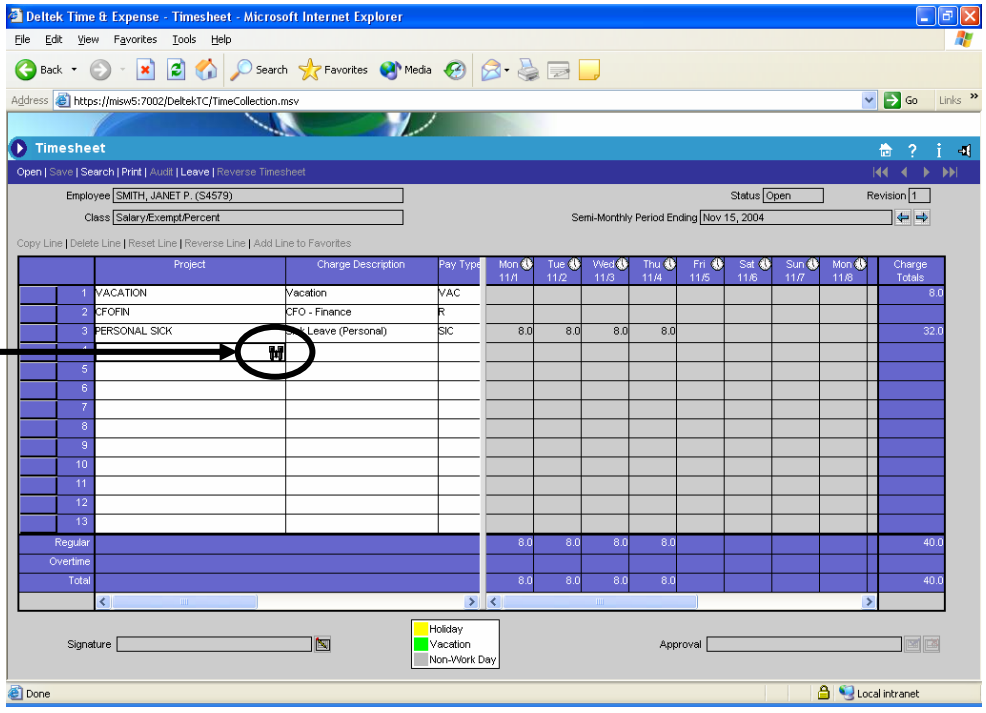
To add a charge line to your favorites

Click on the left-most blue column to highlight the line you wish to add

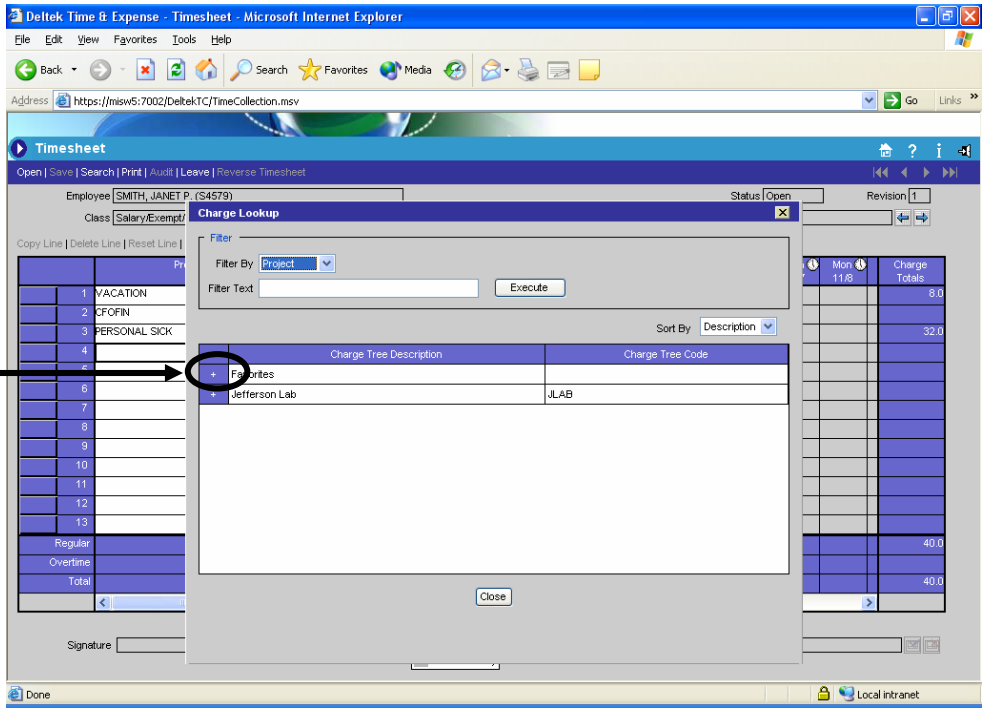
Click on Add Line to Favorites



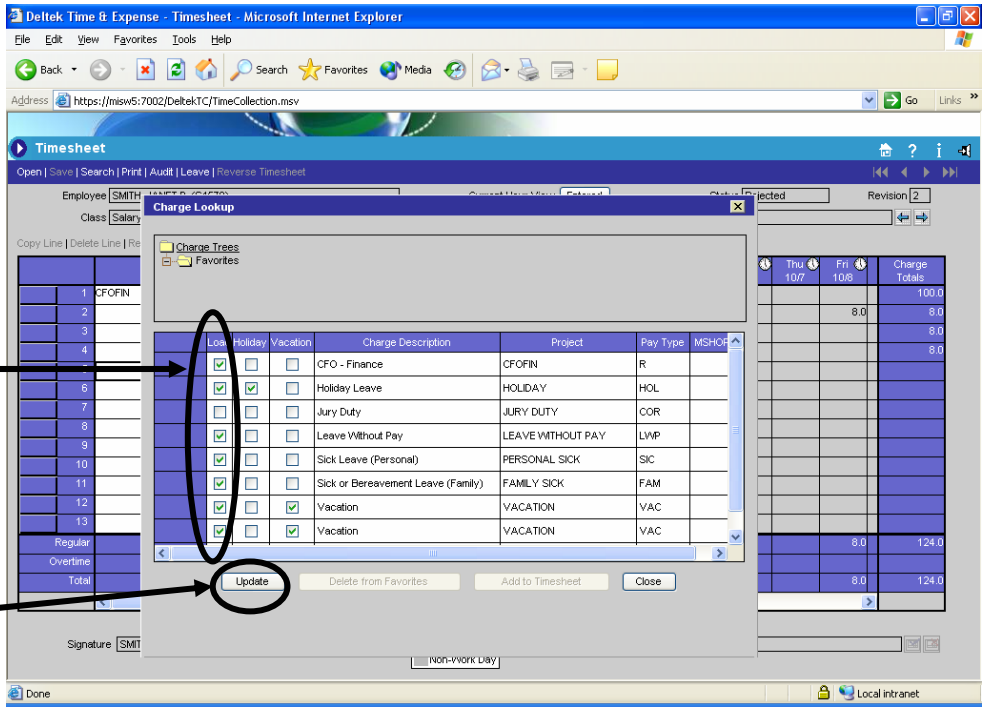
To view Favorites, click on the binoculars in the project field



Charge Lookup Screen



Drill down to the next level by clicking on the plus sign beside Favorites

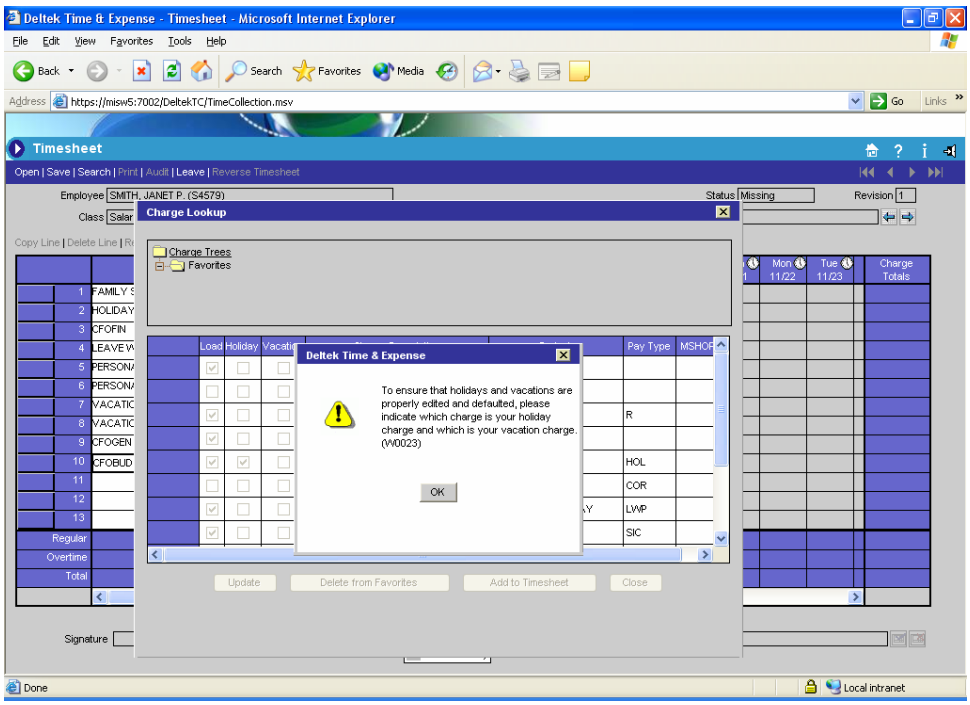


Click on the Load box beside any charges that you wish to appear on your timesheet each time

Click on Update

- The holiday box should only be checked for Holiday Leave(s)
- The vacation box should only be checked for Vacation

Click on OK when you get this warning pop-up box



- Holiday and Vacation Leaves should already be preloaded into your timesheet

If you want to add a line from favorites to your timesheet for one period only,

Highlight the line you wish to add

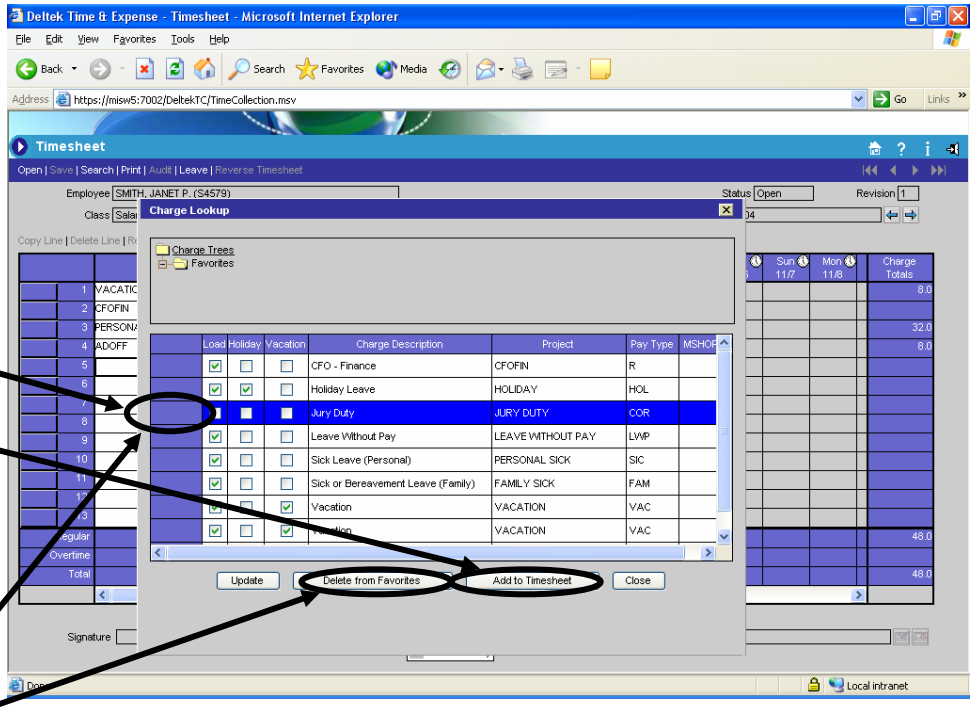
Click Add to Timesheet

If you want to delete a line from favorites,

Highlight the line you wish to delete,

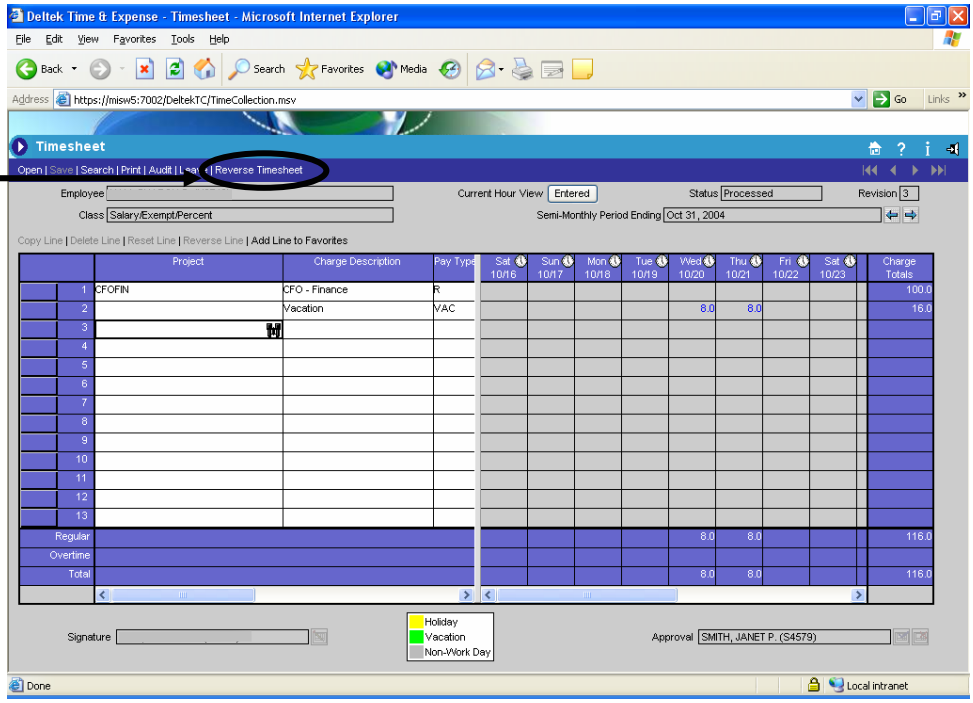
Click on Delete From Favorites

Click on Close when finished



Correcting Timesheets

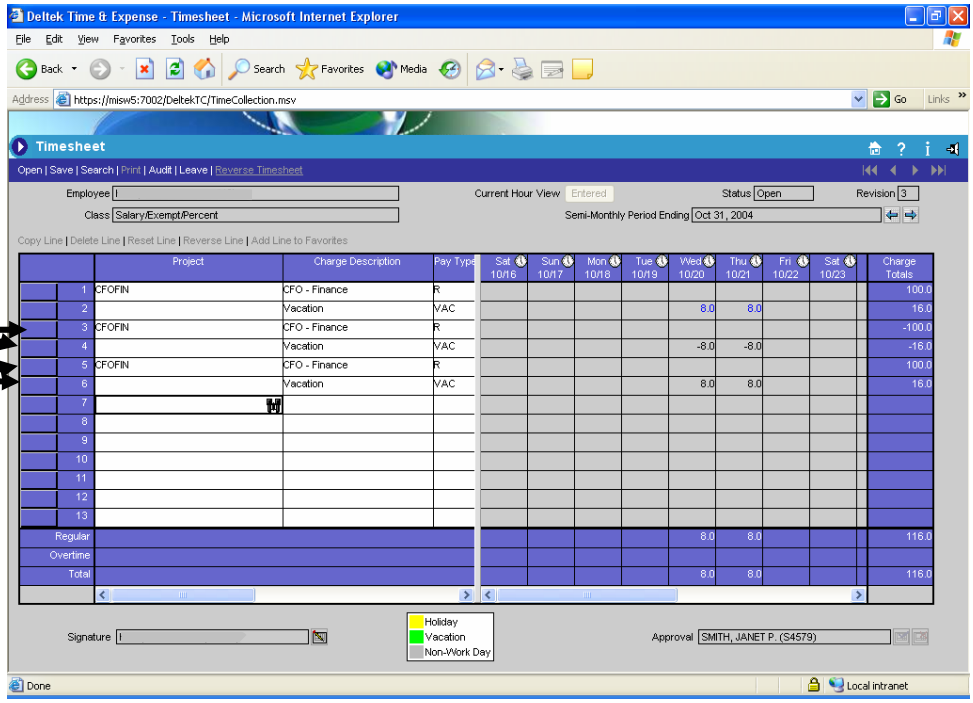
Click on Reverse Timesheet to correct a timesheet that has already been processed



- Processed timesheet hours will show in blue and cannot be edited
- Only the six previous timesheet periods will be open for corrections

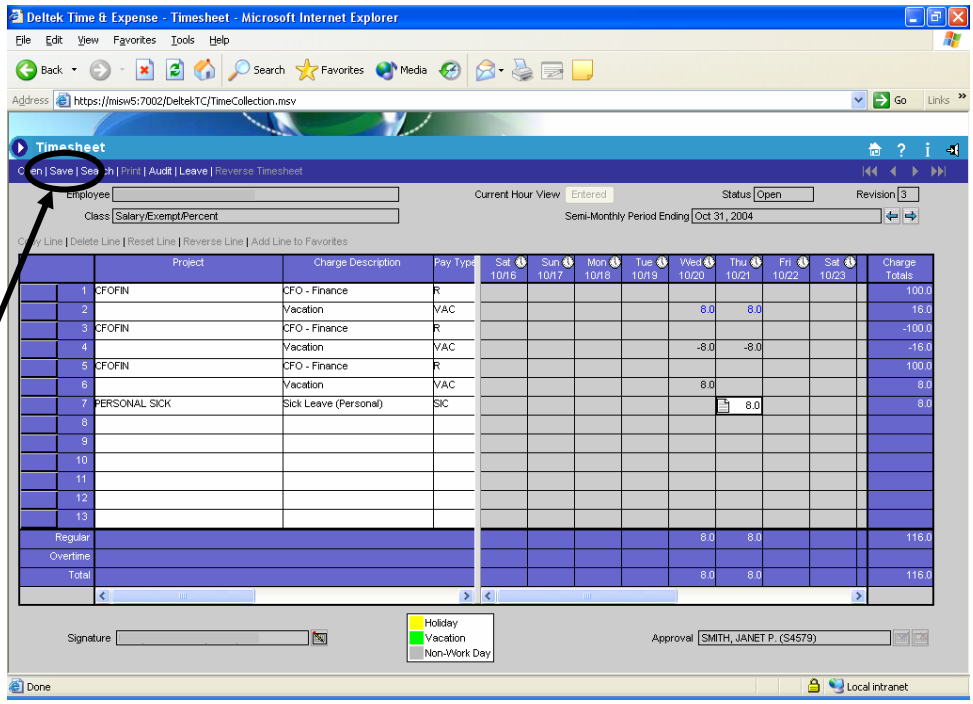
Once you have clicked to reverse the timesheet, you will see lines with negatives values that completely reverse the processed timesheet hours

Then the timesheet will display for editing the same timesheet lines and hours as on the processed timesheet



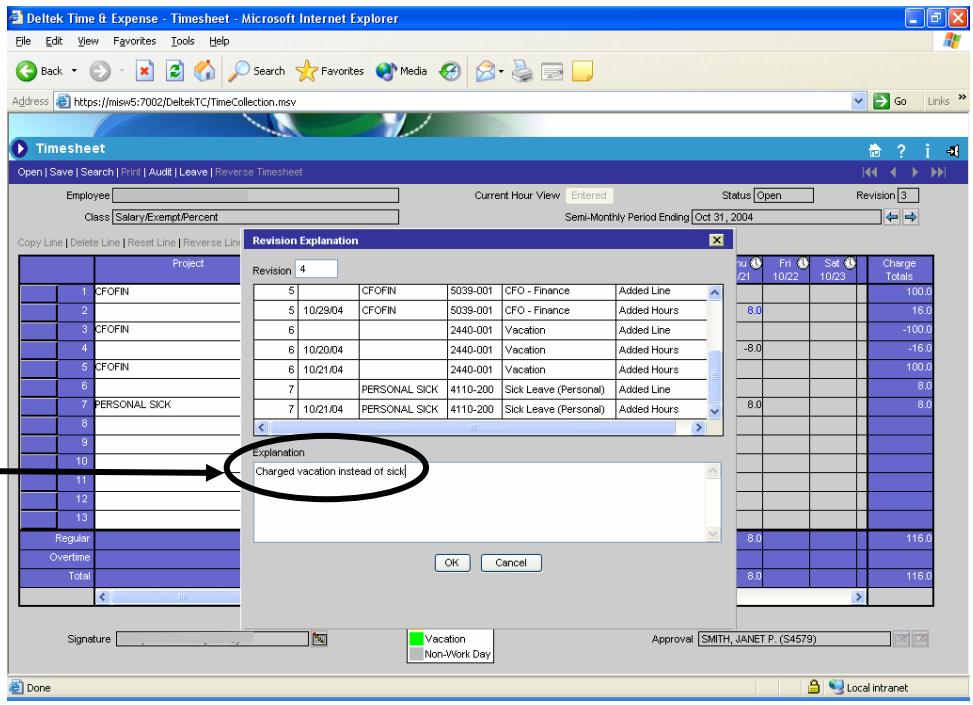
Enter the correct information

Click on Save



The system provides an audit of all timesheet revisions and corrections

Input the reason for the timesheet correction



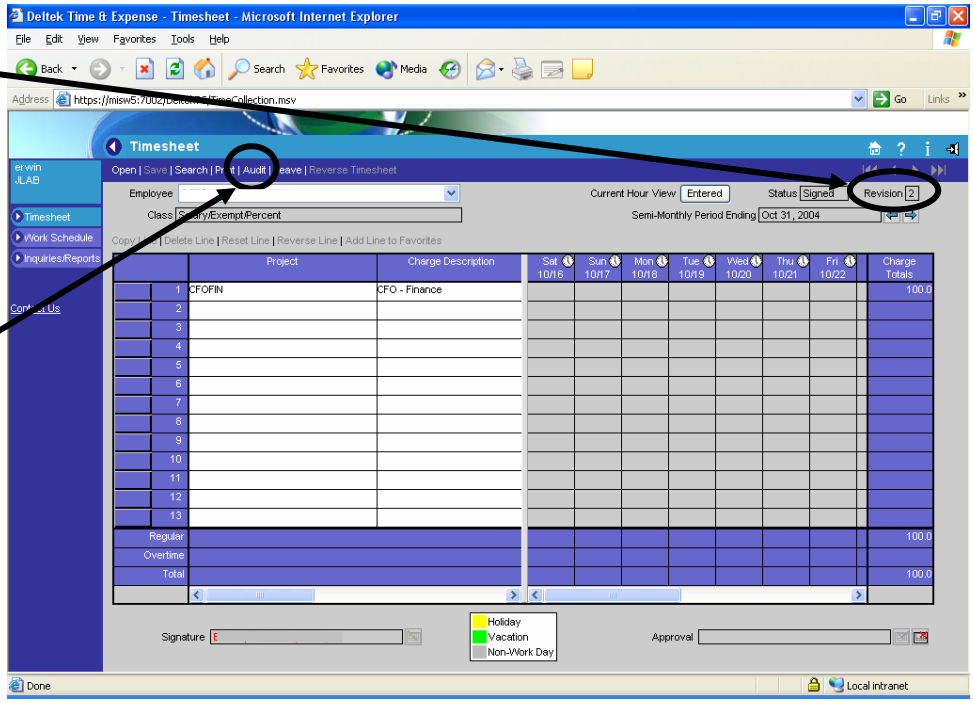
- For audit purposes, this reason has to be valid
- Since the system maintains an audit of all revision and correction explanations, these comments will be viewable by all those with rights

Audit Log

The upper right-hand corner of the timesheet displays the revision #

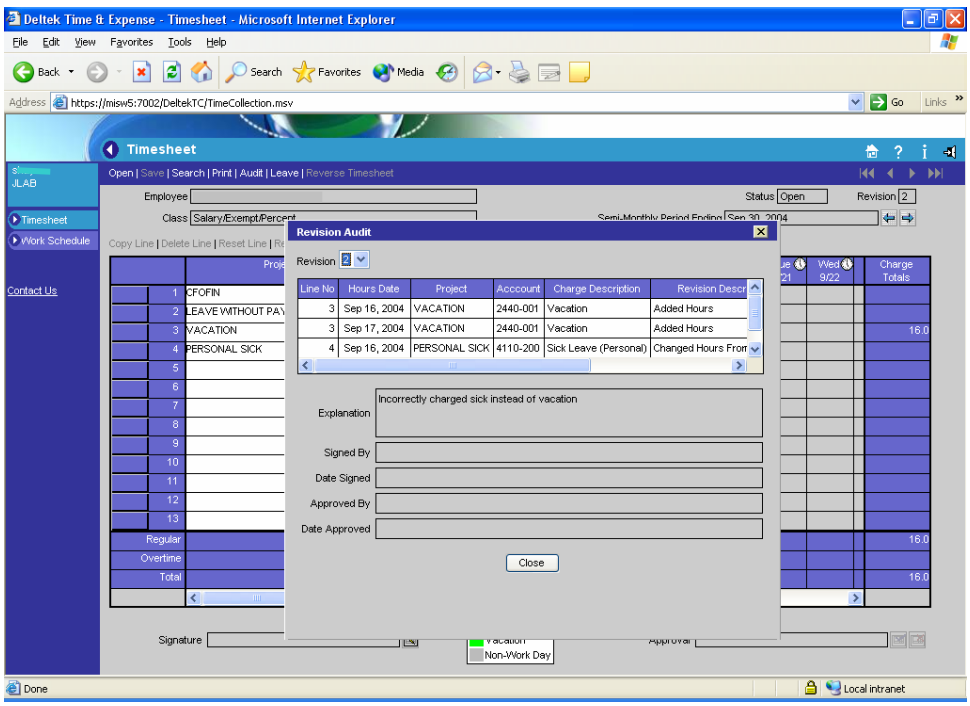
If the timesheet has not been revised at all, it will display revision 1

Click on audit to view the audit log



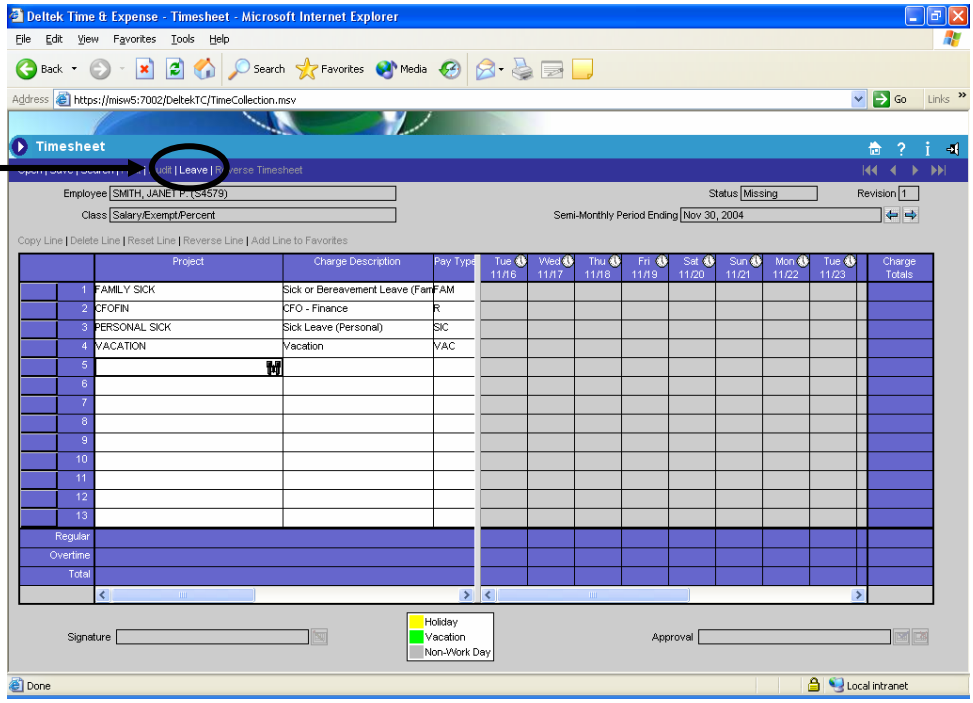
The Revision Audit pop-up box shows any revisions and/or corrections made to the timesheet and the corresponding reason(s)

Signature and approval information also can be viewed through Audit



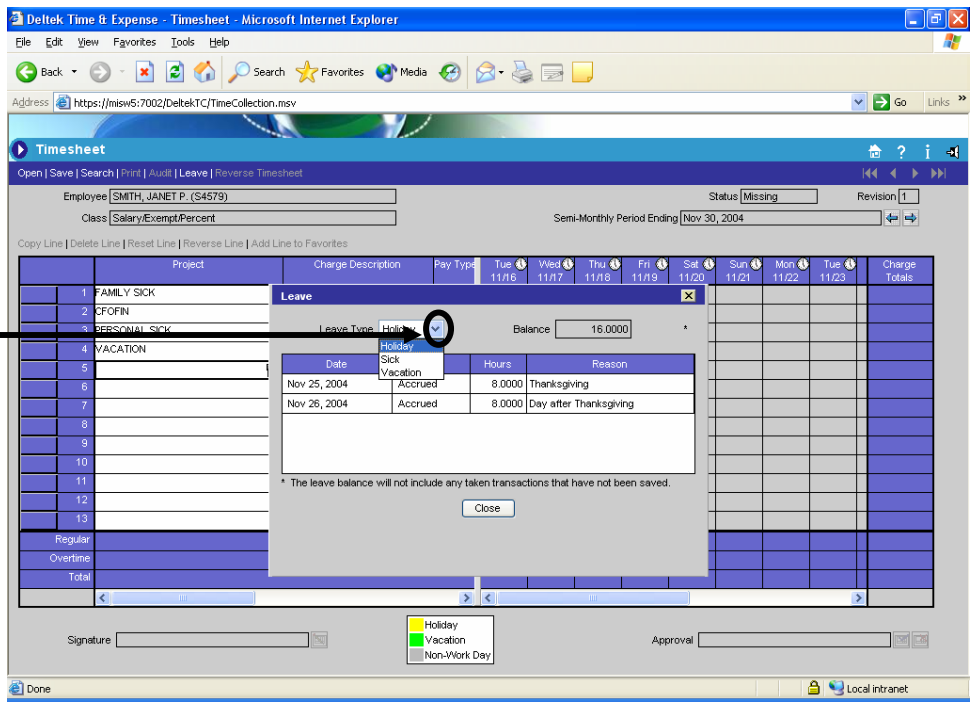
Leave Balances

To view leave information, click on Leave



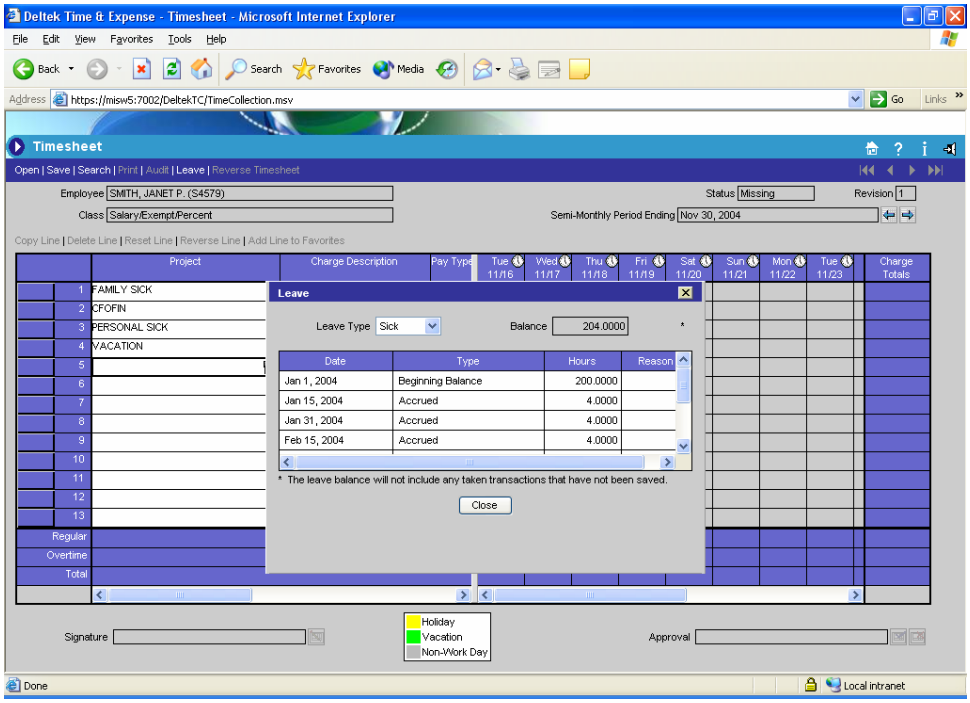
Leave pop-up screen

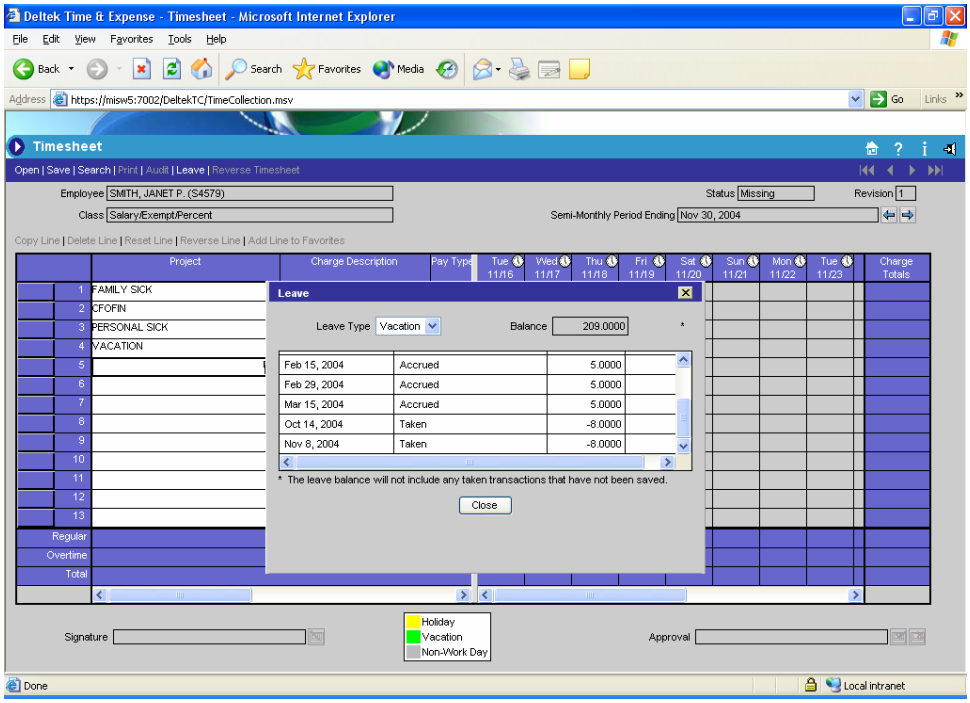
Click on the dropdown arrow beside Leave Type and select which leave you want to view



The leave pop-up screen will display leave balances as well as accruals and hours taken for the current calendar year

Leave hours taken will be deducted from the running leave balance when the timesheet is saved





Managing MyDesktop

Icons
House – Desktop
? – Help
i – About T & E
Door – Exit

My Tasks
Any system assigned tasks

My Timesheets
Displays links to the last 12 timesheets that have been entered

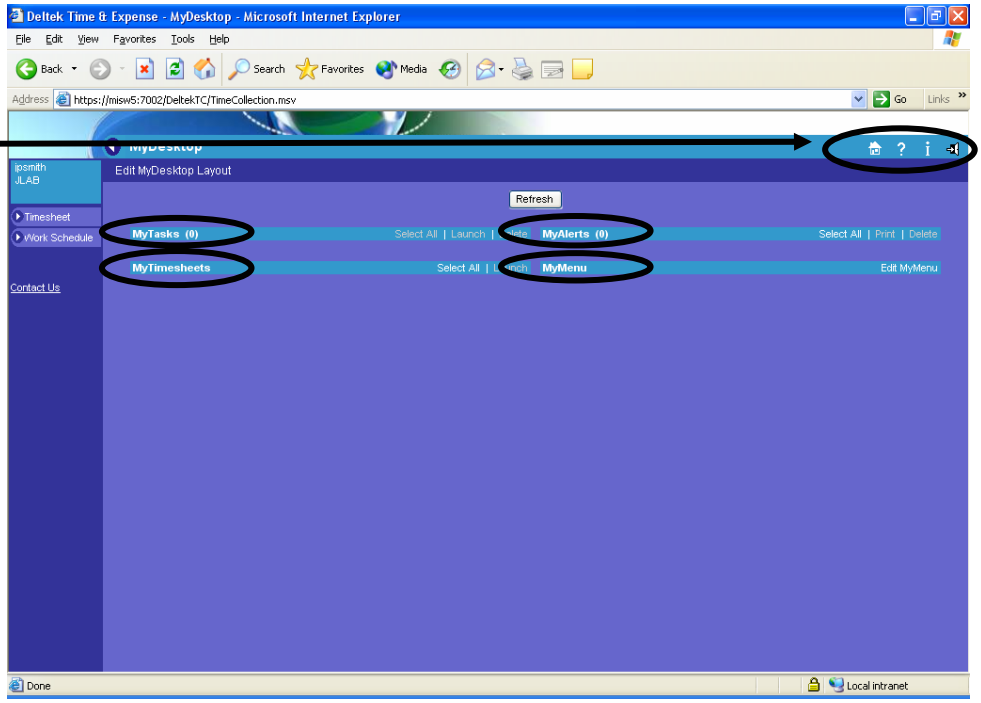
My Alerts
Informational timesheet notices only

My Menu
Links to functional items (can be same as far left-hand side menu

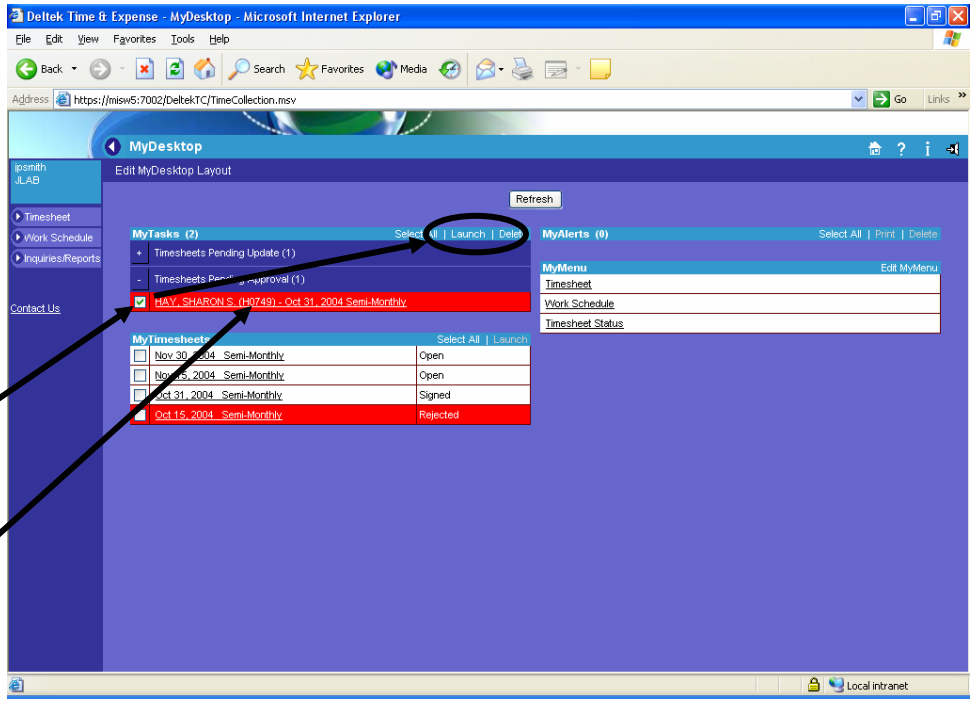
To perform tasks

Click on the plus sign beside a task line to drill down for task detail

To load the timesheet for completing the task, either
Click in the box beside the timesheet and select Launch, or
Click on the actual underlined timesheet link



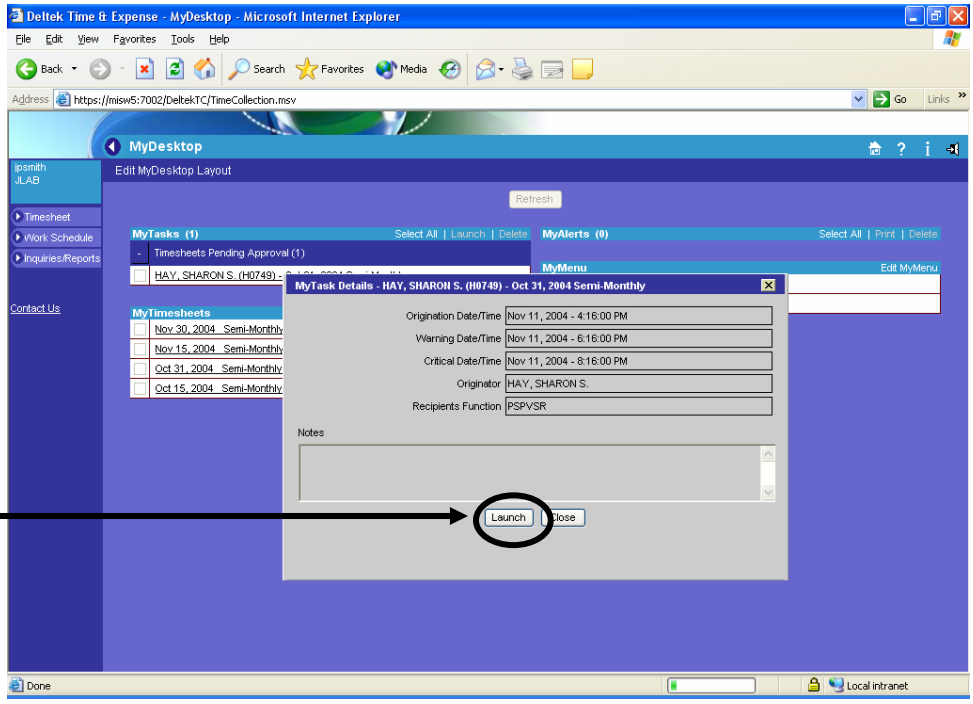
- Any rows that display in yellow are at the "Warning" level and need to be completed as soon as possible
- Any rows that display in red are at the "Critical" stage and need to be completed immediately



- Clicking the box beside each timesheet and selecting Launch is the best method for multiple timesheets

If the line link is used, then this "My Task Details" popup box will appear

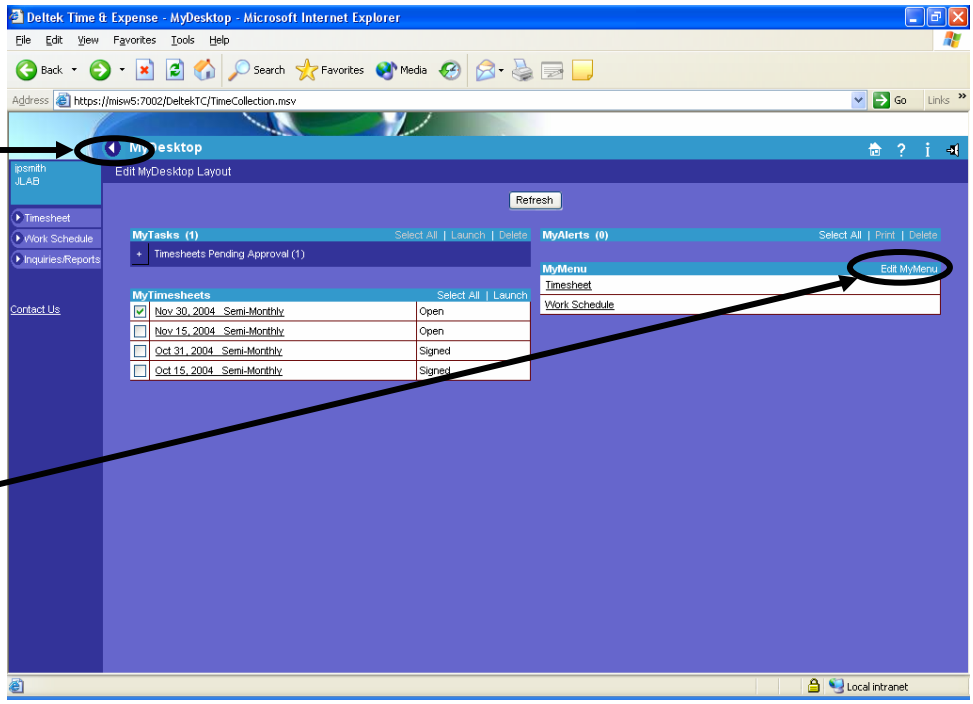
Click on Launch to view the timesheet



- Perform the assigned task when the timesheet appears

To hide the left-hand side menu, click on the left arrow beside "MyDesktop"

To add or remove items from "My Menu," click on Edit my Menu



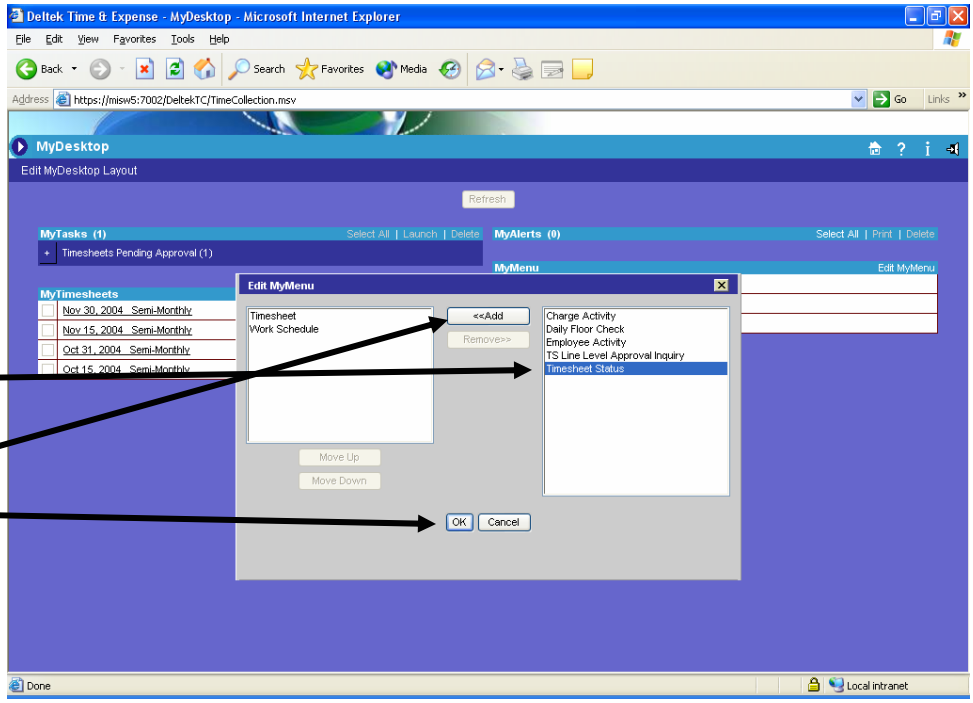
Edit MyMenu pop-up screen

To add items to your desktop,

Highlight the item from the list on the right

Click on Add

Click on OK

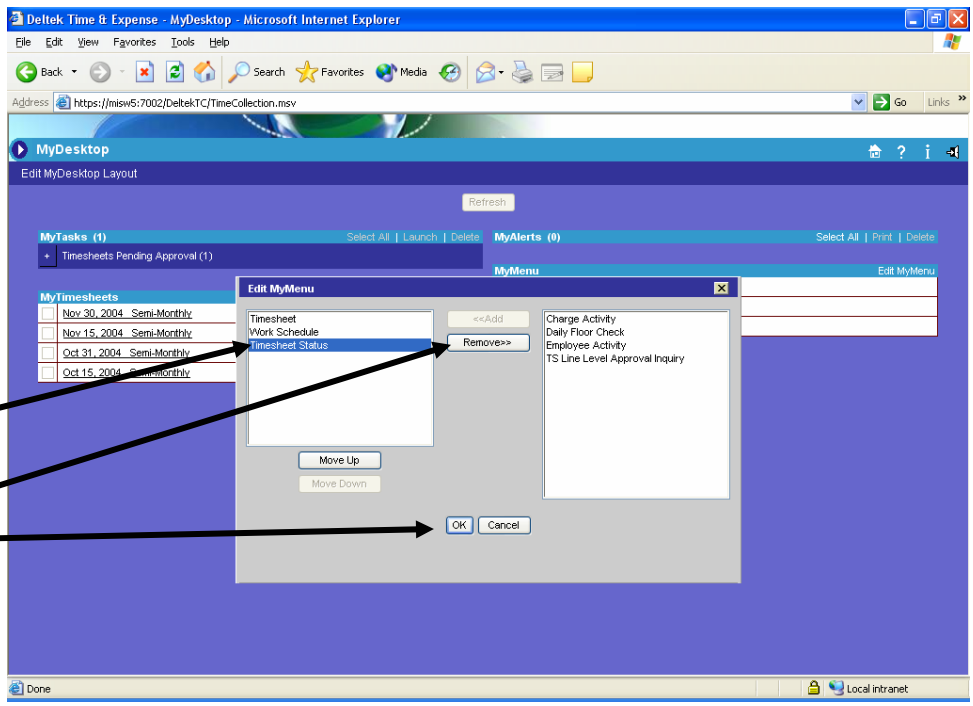


To remove items from your desktop,

Highlight the item from the list on the left

Click on Remove

Click on OK

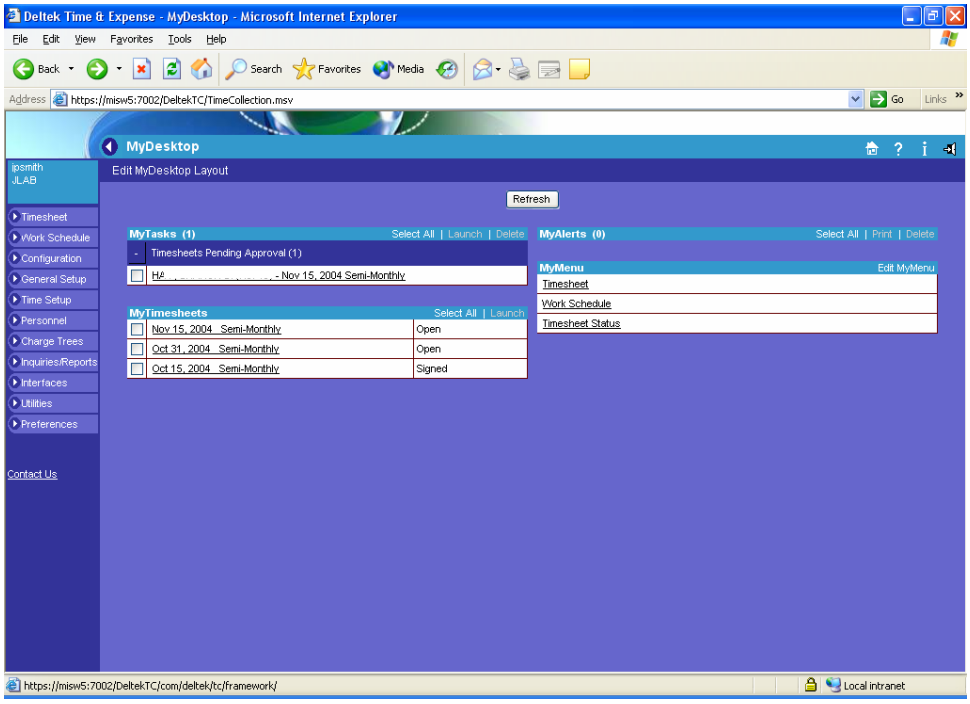


Supervisory & Administrative Section

Supervisory tasks show in the MyTasks section of the desktop

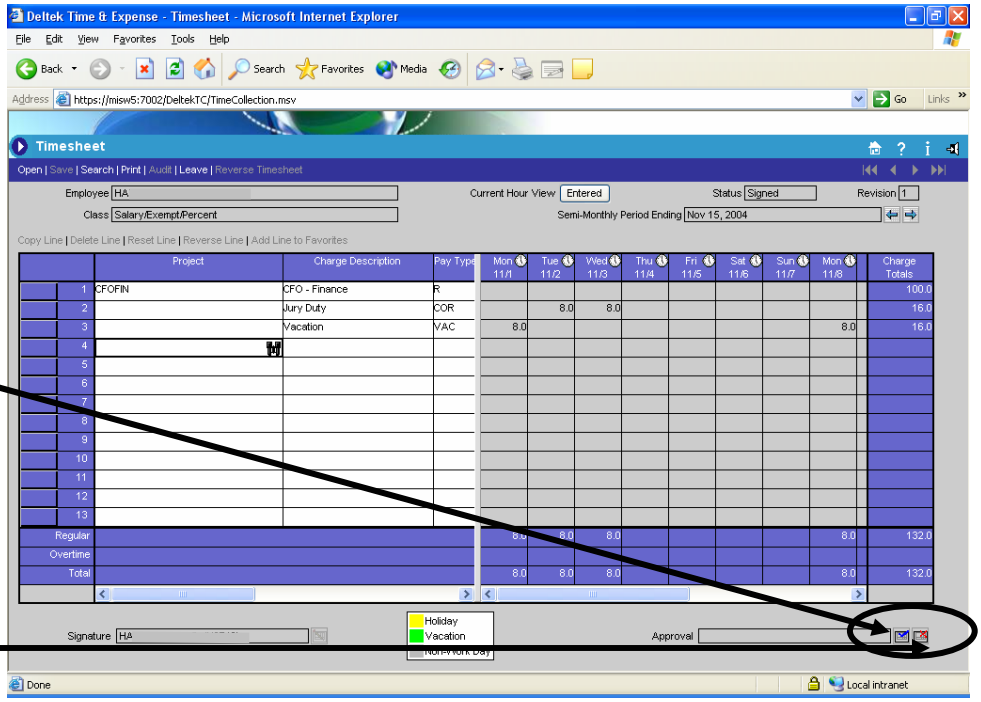
To access a timesheet waiting for approval, click to launch the timesheet

To approve more than one timesheet at a time,
1) Click Select All
2) Click Launch

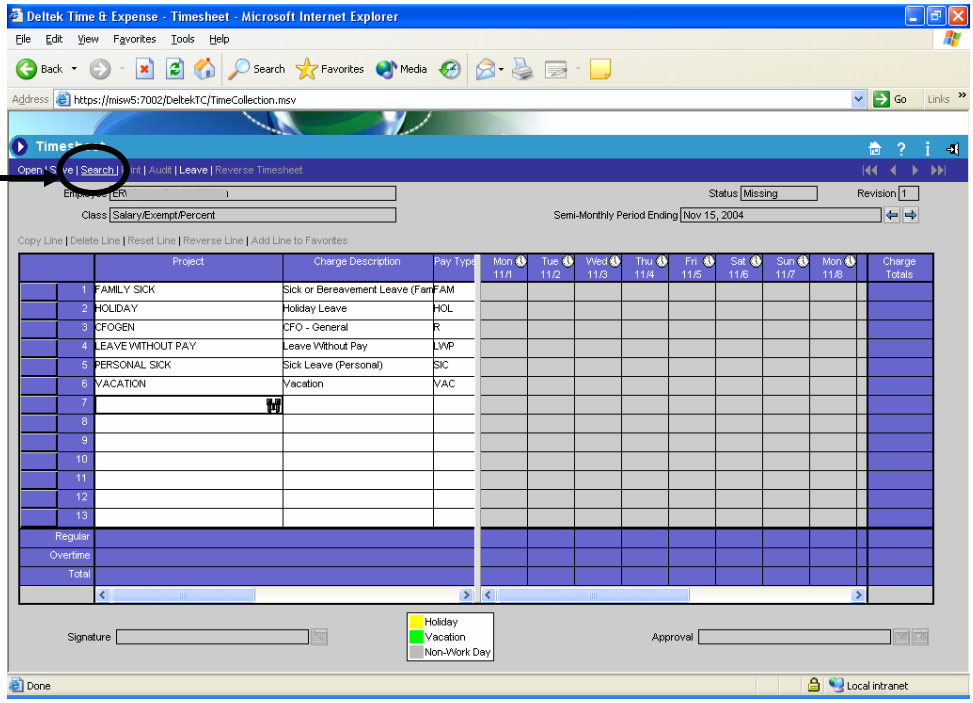


Click on the box with the blue check mark to approve an employee's timesheet

Click on the box with a red X to reject an employee's timesheet



Supervisors and Division Coordinators can view employee timesheets by selecting the search option while on the timesheet screen

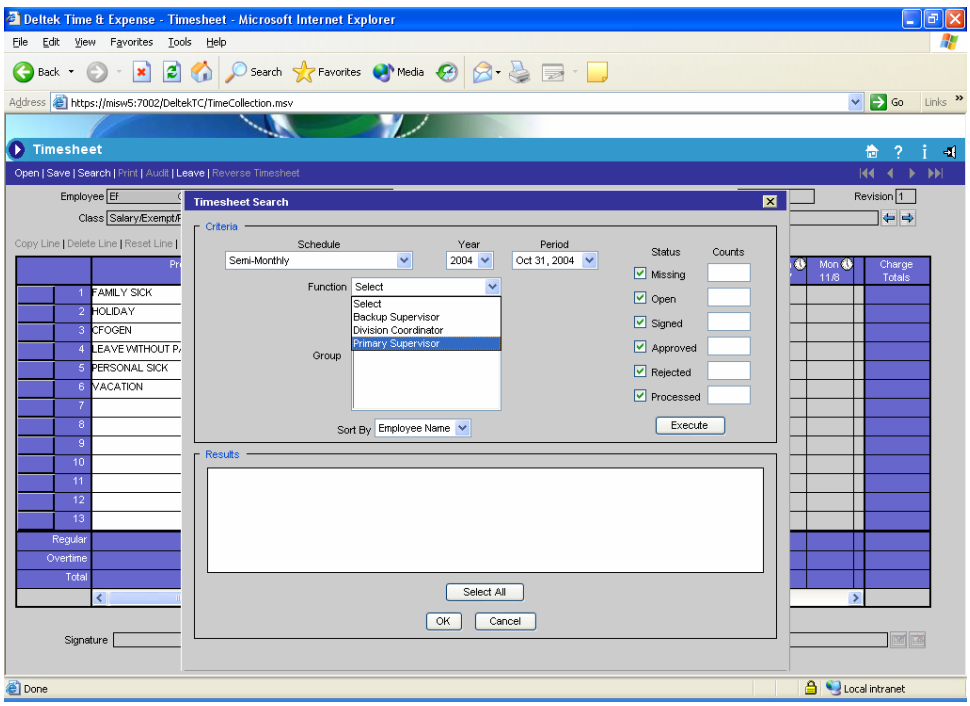


Select the timesheet period

<u>Function</u>

To view timesheets of your direct reports, select the functional role of Primary Supervisor

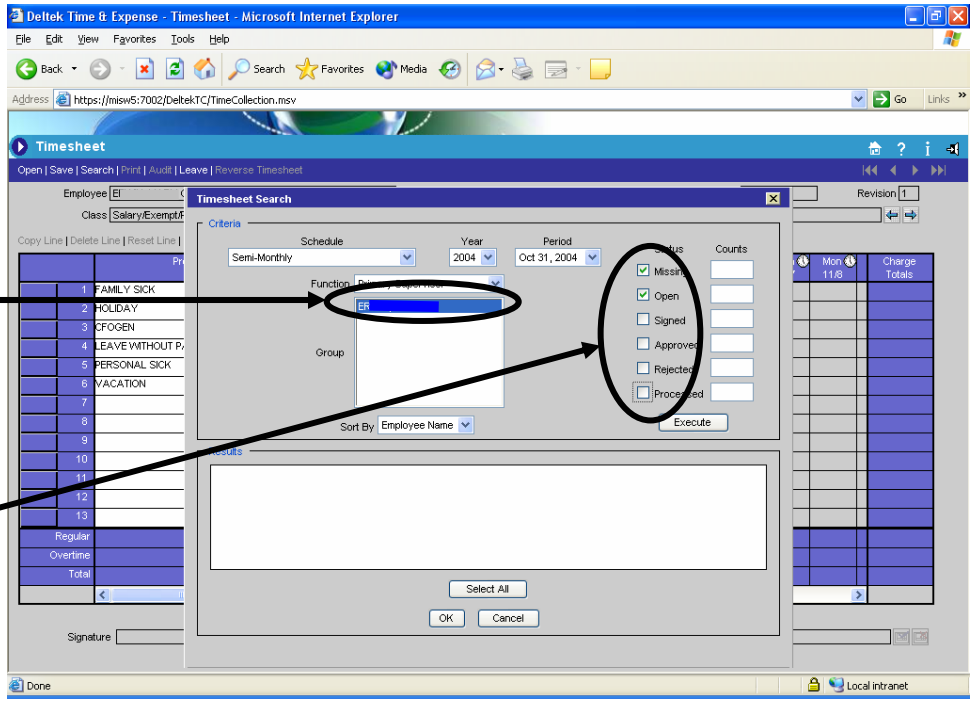
To view timesheets for employees of your direct reports, select the functional role of Backup Supervisor



- Not everyone will have the same functional roles, some may be only Primary Supervisors, some may be only Division Coordinators
- The Division Coordinator role is available only to a few employees in each division

Highlight the group for which you want to view timesheets

<u>Status</u>
Once the functional role has been selected, click beside the boxes in the status section to select specific timesheet statuses

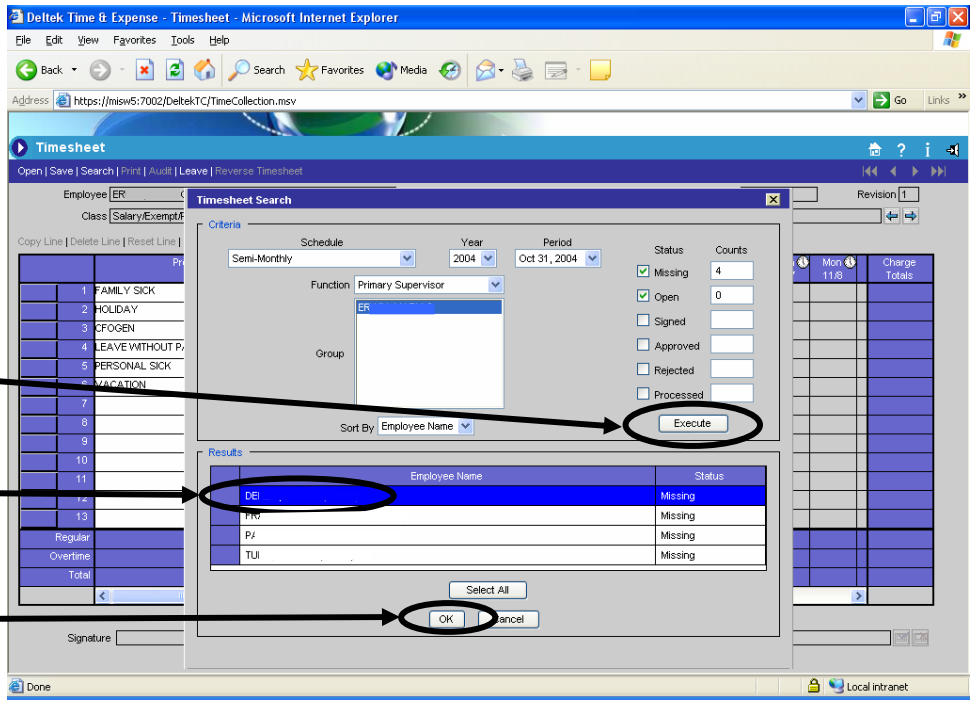


- Missing – Timesheet has not been updated at all
- Open – Timesheet has been saved, but may not be complete
- Signed – Timesheet has an employee-type signature
- Approved – Timesheet has been approved by someone in a supervisory role
- Rejected – Timesheet was rejected by someone in a supervisory role
- Processed – Timesheet was pulled in and processed for payroll

Click on Execute once the Period, Function, and Status types have all been selected

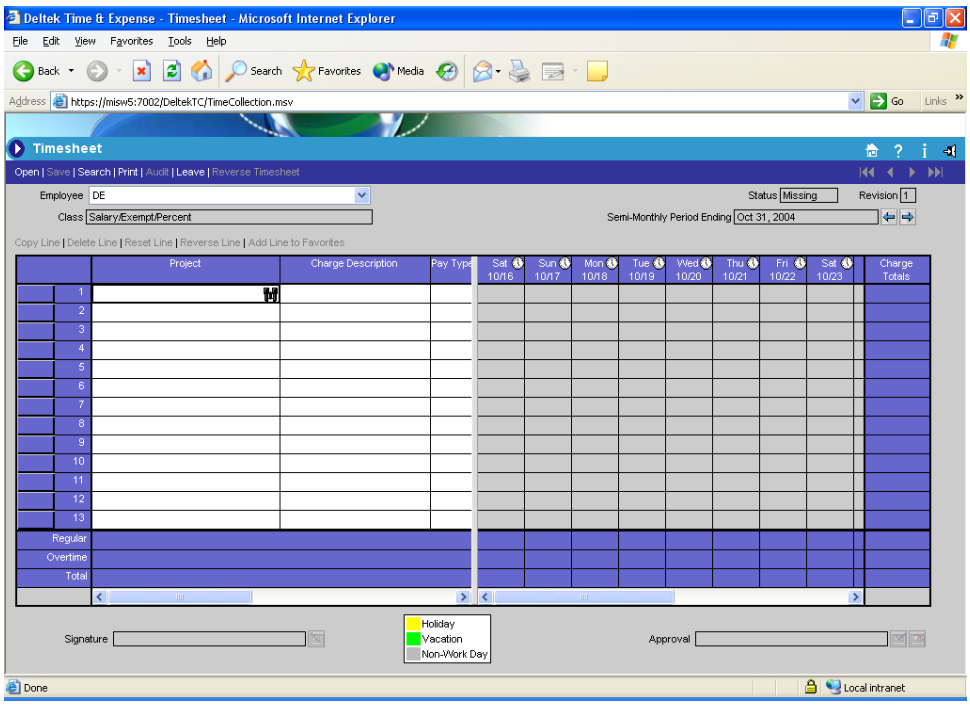
To view a specific timesheet, highlight the employee

Click on OK



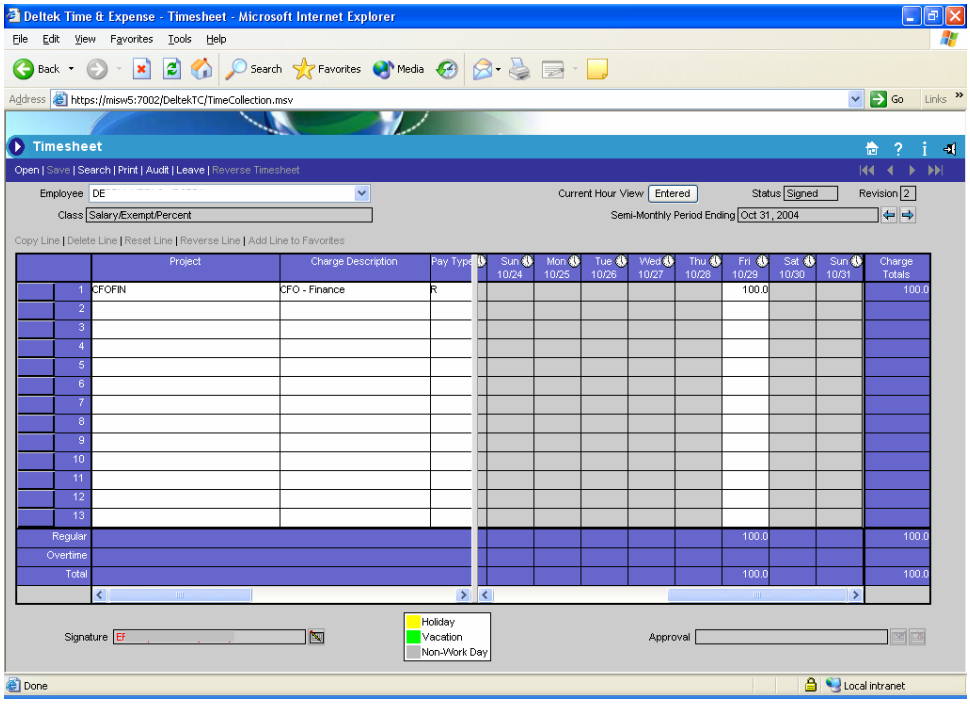
If needed, the Supervisor can complete the timesheet for the employee, then save and sign

If anyone besides the employee signs his/her timesheet, the system considers it a revision and will ask for an explanation



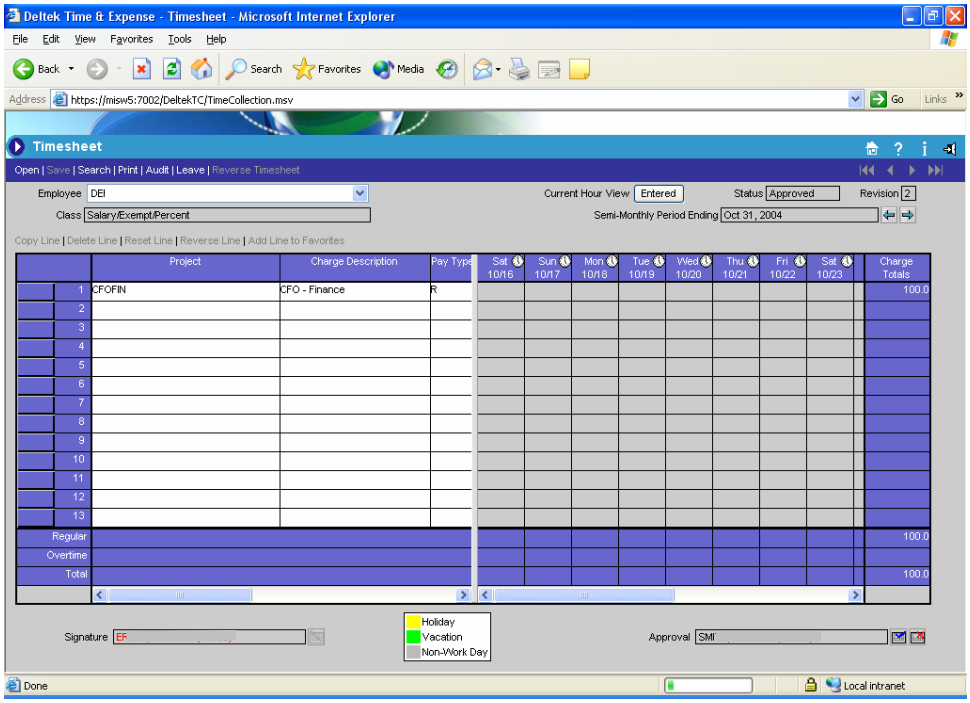
If the supervisor signs the timesheet, his/her name will display in red in the Signature block

Because the timesheet requires two signatures, the Backup Supervisor or Division Coordinator will have to approve the timesheet



- When someone other than the employee signs his/her timesheet, the employee will be assigned a task to validate the timesheet by signing

Timesheet showing a signature and an approval

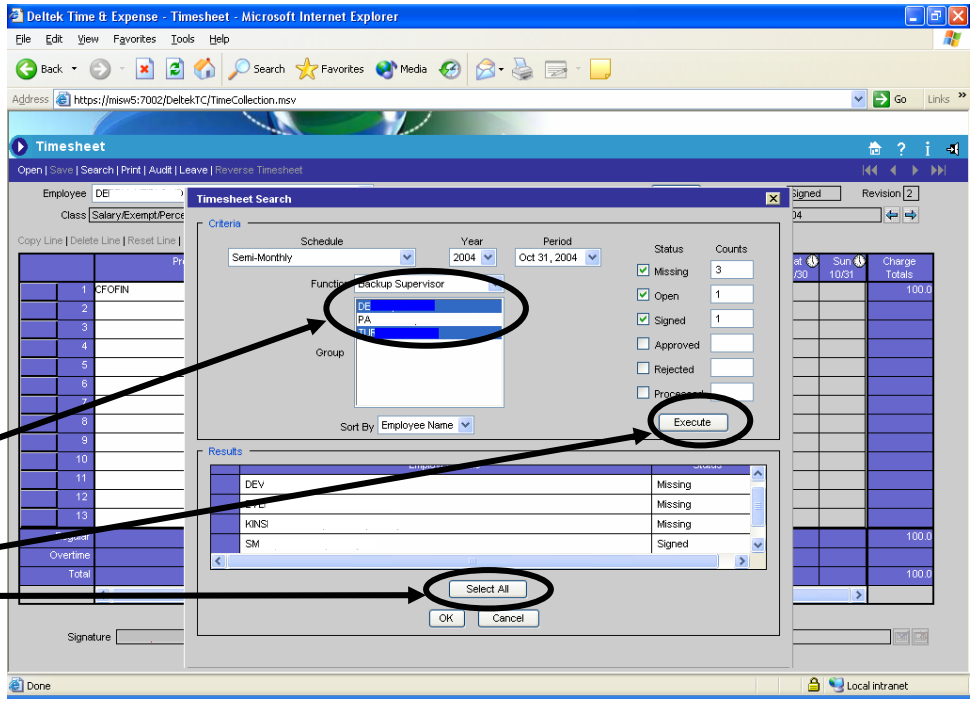


When the Primary Supervisor is not available to approve timesheets, the Backup Supervisor can go into the timesheet search and select approve under the Backup Supervisor function

Select the groups you want to approve

Click on Execute

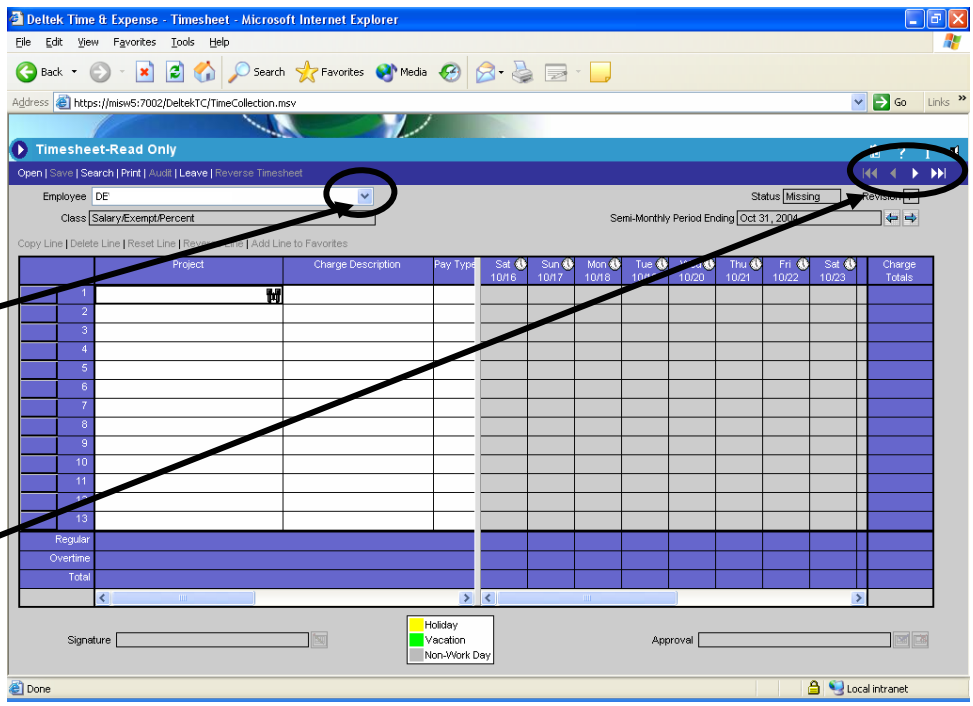
Select All



The timesheets can be viewed by two different methods

Either select the employees using the dropdown arrow by the employee name, or

Click on the white arrows to scroll through each selected employee's timesheet



Appendix

Timesheet Classes

Employee Class Description	Paid Overtime?	Leave Allowed?	Shift Allowed?	Call-in?
Casual/Non-Exempt	Yes	No	No	Yes
Graduate/Exempt/Percent	No	No	No	No
Machine Shop/Exempt/Daily	No	Yes	No	No
Machine Shop/Non-Exempt	Yes	Yes	No	Yes
Part-Time/Exempt/Daily	No	Yes	No	No
Part-Time /Exempt/Percent	No	Yes	No	No
Part-Time/Non-Exempt	Yes	Yes	No	Yes
Salary/Exempt/Daily	No	Yes	No	No
Salary/Exempt/Percent	No	Yes	No	No
Salary/Non-Exempt	Yes	Yes	No	Yes
Salary/Shift/Non-Exempt	Yes	Yes	Yes	Yes
Student/Non-Exempt	Yes	No	No	No

Timesheet Statuses

Missing	No information has been entered in the timesheet for the period.
Open	The timesheet has been saved, but has not been signed by the employee. The timesheet may or may not be complete.
Signed	The timesheet has been signed by the employee or an employee representative, but has not been approved by the Supervisor, Back-up Supervisor or Division Coordinator.
Approved	The timesheet has been approved by someone in a supervisory role, but has not been processed by the Payroll Department.
Rejected	The Supervisor, Back-up Supervisor, or Division Coordinator has rejected the timesheet, but the employee has not corrected it.
Processed	The timesheet has been successfully processed (exported) by the Payroll Department.

Example of Dangling Week Overtime Calculation

Sept		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total
Project	Time	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
CFOFIN	Reg	8	8	8			8	8	8	8	8			8	8	8	88
CFOFIN	Overtime													2	2	2	6

Sept		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total
Project	Time	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
CFOFIN	Reg	8	8			8	8	8	8	8			8	8	8	8	88
CFOFIN	Overtime																

Sept		13	14	15	16	17	18	19
Project	Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
CFOFIN	Reg	8	8	8	8	8		
CFOFIN	Overtime	2	2	2				

Current	(Pay Date Oct 1)		(Pay Date Oct 16)			
	Sept 15		Sept 30		Sept Total	
	Hrs	Dollars	Hrs	Dollars	Hrs	Dollars
Reg	88	866.67	88	866.67	176	866.67
Prem OT (1.5 X)			6	90.00	6	90.00
Straight OT (1 X)					0	-
Total	88	866.67	94	956.67	182	956.67

New	(Pay Date Oct 1)		(Pay Date Oct 16)			
	Sept 15		Sept 30		Sept Total	
	Hrs	Dollars	Hrs	Dollars	Hrs	Dollars
Reg	88	866.67	88	866.67	176	866.67
Prem OT (1.5 X)			6	90.00	6	90.00
Straight OT (1 X)	6	60.00	(6)	(60.00)	0	-
Total	94	926.67	88	896.67	182	956.67